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# FOOD SAFETY AND QUALITY SERVICE PROGRAM PLAN FISCAL YEAR 1981



Food Safety  
and Quality  
Service

United States  
Department of  
Agriculture



# **Food Safety and Quality Service Program Plan: Fiscal Year 1981**

**United States Department of Agriculture  
Food Safety and Quality Service  
Washington, D.C. 20250**

**October 1, 1980**

#### ABSTRACT

This report provides information on the Food Safety and Quality Service programs for Fiscal Year 1981. It presents the goals, objectives and expected accomplishments for each program area and the resources (person-years and dollars) planned to achieve them.

## CONTENTS

	Page
FSQS PROGRAM PERSPECTIVES	
I. ADMINISTRATOR'S MESSAGE . . . . .	iii
II. FSQS OVERVIEW . . . . .	1
III. SIGNIFICANT PROGRAMS IN FY 1981 . . . . .	9
FSQS PROGRAM PLANS	
IV. COMMODITY SERVICES. . . . .	17
Office of the Deputy Administrator. . . . .	19
Food Quality Assurance Division . . . . .	21
Fruit and Vegetable Quality Division. . . . .	24
Meat Quality Division . . . . .	27
Poultry and Dairy Quality Division. . . . .	30
V. COMPLIANCE. . . . .	33
Office of the Deputy Administrator. . . . .	35
Evaluation and Enforcement Division . . . . .	37
Meat and Poultry Standards and Labeling Division. . . . .	40
Planning and Analysis Division. . . . .	43
Regulations Coordination Division . . . . .	45
VI. MEAT AND POULTRY INSPECTION . . . . .	47
Office of the Deputy Administrator. . . . .	49
Program Management Support Staff. . . . .	51
Field Operations. . . . .	57
Emergency Program Staff . . . . .	61
Export Coordination Staff . . . . .	64
Federal/State Relations Staff . . . . .	66
Foreign Programs Division . . . . .	69
Regional Operations . . . . .	71
Technical Services. . . . .	79
Facilities, Equipment, and Sanitation Division. . . . .	81
Industrial Engineering and Data Management Division . . . . .	84
Processed Products Inspection Division. . . . .	89
Program Training Division . . . . .	93
Slaughter Inspection Standards and Procedures Division. . . . .	96
Technology Assessment Division. . . . .	99

VII.	SCIENCE . . . . .	101
	Office of the Deputy Administrator. . . . .	103
	Chemistry Division. . . . .	108
	Field Services Laboratories Division. . . . .	113
	Food Ingredient Assessment Division . . . . .	118
	Microbiology Division . . . . .	122
	Pathology and Epidemiology Division . . . . .	130
	Residue Evaluation and Surveillance Division. . . . .	136

## FSQS ADMINISTRATION AND STAFF PLANS

VIII.	ADMINISTRATIVE MANAGEMENT . . . . .	139
	Office of the Deputy Administrator. . . . .	141
	Administrative Services Division. . . . .	143
	Budget, Planning, and Evaluation Division . . . . .	147
	Finance Division. . . . .	150
	Personnel Division. . . . .	153
	Labor-Management Relations Staff. . . . .	156
IX.	EQUAL EMPLOYMENT OPPORTUNITY. . . . .	159
X.	INFORMATION AND LEGISLATIVE AFFAIRS . . . . .	165
XI.	POLICY AND PROGRAM PLANNING . . . . .	173
	Office of the Director. . . . .	175
	Executive Secretariat . . . . .	177
	Manpower and Management Planning Division . . . . .	180
	Policy Development and Public Participation Division. . . . .	183
	Program Planning and Evaluation Division. . . . .	186

## APPENDICES

A.	Organization Structure	189
B.	Glossary	197



**Section I**  
**ADMINISTRATOR'S MESSAGE**



## ADMINISTRATOR'S MESSAGE

The formation of FSQS joined two programs under the same roof, but it did not automatically create a coherent management structure. Development of such a structure has been one of the primary objectives of the Agency and, to a large extent, it is a continuing process. This plan is one of several management tools being established to improve the coordination of Agency activities. By establishing objectives for each of the programs, the plan provides the means for evaluating performance during the the year. Objectives will be reviewed quarterly by the Deputy Administrators and myself. The plan should facilitate comparisons among programs, and thereby provide the means for integrating a broad spectrum of activities.

The need for a comprehensive unified plan, published annually, should be evident. This is a large Agency employing approximately 13,000 people. FSQS has diverse programs and objectives, and an annual budget of almost \$1 billion, including commodity purchases.

At the most basic level, the FSQS Plan for Fiscal Year 1981 should be a useful compendium and a reference for our employees. An employee in one part of this large Agency who reads the plan will be able to determine the principal activities of employees in other parts of the Agency. Our plan should also serve as an important reference work for all who are affected by the Agency's actions.

The meat, poultry, and egg products inspection laws administered by FSQS protect consumers by ensuring that they do not receive unwholesome or adulterated products. These laws also protect producers by not permitting one to gain an unfair economic advantage over others through marketing of products that are less than wholesome or are improperly labeled. Standardization and grading programs of FSQS also serve both producers and consumers by setting a uniform language of trade that can be used across the country to communicate from the sellers to the buyers. FSQS commodity purchases programs help support commodity prices on the one hand, and facilitate the distribution of needed food to school children and the elderly on the other.

While it is not possible to abstract all of our activities, a general theme does emerge. The overriding goals of the Agency are to carry out effectively those programs that have been demonstrated as important to the well-being of Americans, and to minimize the costs of these programs to taxpayers. In keeping with the goal of reducing the burden of Government, FSQS is engaged in an Agency-wide effort to control costs, increase productivity, and develop new and more efficient approaches to regulation.

Donald L. Houston  
Administrator  
Food Safety and Quality Service

October 1980  
Washington, D.C.



## **Section II**

### **FSQS OVERVIEW**



## FSQS OVERVIEW

### Introduction

The Food Safety and Quality Service (FSQS) was created by Secretary Bergland in March 1977, to provide a unified administration for the U.S. Department of Agriculture's (USDA) regulatory activities in the areas of food safety and quality. The formation of FSQS brought together in a single agency the meat and poultry inspection program, formerly part of the Animal and Plant Health Inspection Service, and the food grading and purchase programs, formerly carried out by the Agricultural Marketing Service.

The Agency is responsible for mandatory inspection for wholesomeness of meat, poultry, and egg products; voluntary quality grading of meat and meat products, poultry and poultry products, shell eggs, fresh and processed fruits and vegetables; and commodity purchases for the domestic food assistance programs, including school lunch, child care and elderly feeding programs. FSQS also coordinates Government-wide standardization specifications for food commodities, thereby helping to assure consistent quality in the food purchases of other Federal agencies such as the Department of Defense and the Veterans Administration.

The FSQS Plan for Fiscal Year (FY) 1981 describes what each component of the Agency plans to accomplish during the fiscal year, and it specifies the resources planned for each action, in terms of both money and people. Each FSQS program has described its particular responsibilities and has set goals for itself. The responsibilities are derived from the laws administered by FSQS. The goals generally originate from the programs themselves, but they are designed to meet the overall responsibilities of the Agency and to carry out the policies of this Administration. The goals and objectives that appear in the plan are the consensus of the program staffs and the senior managers of FSQS. Agency resources planned for FY 1981 are presented in Table 1.

### Significant Accomplishments for Last Year

Among the highlights of the FSQS accomplishments for last year were the following:

- In FY 1980, some 122 million livestock and 4 billion poultry were individually inspected at slaughter for the purpose of detecting and removing diseased, adulterated, or otherwise unwholesome animals from food channels. Federal inspection was carried out in approximately 7,000 meat and poultry slaughtering and processing plants. This inspection process removed more than 520 million pounds of unwholesome and/or mislabeled meat and poultry from food channels.
- During FY 1980, about 15 billion pounds of meat were graded and/or certified in approximately 800 establishments. Of this total, approximately 13 billion pounds of meat were officially graded. The remaining 2 billion pounds were examined and certified for compliance with Federal and non-Federal specifications. Almost half of the 2 billion pounds of meat products accepted by USDA personnel represented meat products purchased by the Department of Defense (DOD). USDA recently assumed full responsibility for examining and accepting all

TABLE 1 - FSQS RESOURCES PLANNED: FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars (Millions)	
	Plan	Percent	Plan	Percent
1. Commodity Services	2,325	18	65.1 <u>1/</u>	17
2. Compliance	197	2	6.4	2
3. Meat and Poultry Inspection	9576	74	270.3	70
4. Science	351	3	13.0	3
5. Administrative Management	297	2	25.3 <u>2/</u>	7
6. Equal Employment Opportunity	6	<u>3/</u>	.3	<u>3/</u>
7. Information and Legislative Affairs	51	<u>3/</u>	2.1	<u>3/</u>
8. Policy and Program Planning	65	<u>3/</u>	2.5	<u>3/</u>
Total	12,868	100	385.0 <u>4/</u>	100

1/ Does not include commodity purchases that amounted to approximately \$610 million in FY 1980.

2/ Includes \$16.3 million for central and miscellaneous charges and Program Standard Level User Charge (SLUC). These funds are for Agency-wide use.

3/ Less than one percent.

4/ Total funds include: \$296.2 million appropriation; \$32.2 million reimbursable; and \$56.6 million trust funds.



meats purchased by DOD. Over 14 billion pounds of poultry and poultry products, including rabbits, and about 3.4 billion pounds of dairy products were graded. Voluntary grading services were conducted on about 85 billion pounds of fresh and processed fruits and vegetables and related products.

- Several important initiatives in poultry inspection procedures were further refined or implemented. In 1979 FSQS introduced a new inspection technique known as modified traditional inspection (MTI). Under MTI, an inspector uses a mirror to examine part of a poultry carcass. Using this technique reduces the time required for inspection and increases industry productivity (which is related to inspection time). During 1980 FSQS completed implementation of the modified traditional inspection procedure, which resulted in a 16 percent increase in productivity per inspector and an annual savings of approximately \$3 million. This technique should further improve operational efficiencies, help control program costs, and increase industry productivity. Such gains are especially important during a time of tight government budgets and rising food costs. The new technique will also provide at least the same level of consumer protection as present methods.
- Regulations to allow the use of quality control in processing inspection were implemented. Conceptually, quality control is a fundamentally new approach to inspection coverage in which plants participate on a voluntary basis. Under the new system, inspectors will have an increased amount of information available to them because they can use data from approved planned quality control systems to supplement the information obtained by traditional inspection procedures. Successful pilot programs were completed in several processing plants of various sizes and with various types of operations, and a special training program was inaugurated for inspectors who will work in quality control plants. It now appears that industry-operated quality control programs provide the best long-term guarantee for maintaining a high level of inspection coverage in the face of rising costs and an increasingly complex industry.
- Residue detection and control efforts within FSQS were strengthened by redirecting the resources saved through the development of more efficient inspection techniques. In the past several years, the presence of potentially harmful chemical residues of our food supply have become a matter of growing concern. In response to the concern expressed by public health officials and the Congress, FSQS has stepped up its efforts to assure that harmful residues are eliminated from meat and poultry products. Residues in meat and poultry can result from several different sources. Farm animals can be exposed to agricultural chemicals such as pesticides, insecticides, or herbicides. The improper use of veterinary drugs and medicated feeds can also lead to the presence of chemical residues in meat and poultry. Industrial accidents involving animal feeds and accidental contamination of the environment where food animals are raised can also lead to residues in meat and poultry. Detection of residues requires costly and time-consuming laboratory analysis. The success of the FSQS residue control program depends upon the development of improved analytical methods that are faster and/or more reliable. For this reason, FSQS in FY 1980 devoted more of its resources to enlarging

its laboratory capabilities, including expansion through the use of accredited non-Agency laboratories, increasing the number and range of tests, and accelerating the development of analytical screening methods suitable for regulatory work.

- FSQS has stepped up efforts to eliminate drug residues from the meat supply. The STOP Program--Swab Test on Premises--detects antibiotics in meat. In use by FSQS inspectors in 46 States, the test quickly screens for antibiotics, saving time for industry and increasing the number of dairy cows FSQS tested, fivefold. An educational program helped industry understand the STOP program and take practical steps to avoid violative residues. FSQS, in cooperation with the swine industry, the Food and Drug Administration (FDA), and other USDA agencies, conducted an 18-month program to help swine producers and the industry eliminate violative sulfa residues in pork. As a result, violation rates dropped from a high of 15 percent to a nationwide rate of below 5 percent. Research showed feed as the major source of contamination. New sulfa tests being developed for live animals and feed, a swab test for sulfa in slaughtering plants, and containing local campaigns should help manage the problem.
- A major initiative in food labeling was undertaken. In FY 1980, FSQS, the FDA and the Federal Trade Commission's (FTC) Bureau of Consumer Protection Staff published a comprehensive plan to update and streamline Federal food labeling policy. The plan is intended to provide more understandable information in areas about which consumers have expressed concern, such as ingredients, nutritional content, and freshness of processed food products. Written comments on the plan were invited, and a public hearing was held last spring in Washington, D.C. In all, more than 2,000 comments were received.
- A proposal was published to assure that labels on meat and poultry products give accurate information about the contents of containers at the time of consumer purchase, as well as at the time of manufacturing. The net weight issue, which is of direct concern to State and local weights and measures officials as well as consumers, has been under review for a number of years. A study in 1979 by the Department's Economics and Statistics Service (ESS) found that a drained weight system provides the consumer with more accurate information, but with no particular economic advantage when compared with other systems. (Drained weight equals the total weight of the packaging product minus the packaging material and free liquid.) In 1980, the Agency proposed specific net weight standards that State and local authorities can enforce at the retail level of marketing. The new proposal took into account public comments on two earlier proposals as well as incorporating data from several studies, including those by the General Accounting Office and ESS; and it was coordinated with companion net weight regulations issued by the FDA for other foods. Final action will be determined after comments on the new proposals are evaluated.
- A comprehensive review was made of 1,200 existing FSQS regulations for understandability, duplication, and burden upon industry. This review conforms with Executive Order 12044, titled "Improving Government Regulations." The review was conducted by a special task force representing the various program areas within the Agency.

- The Food Quality Assurance Division was created, and it completed development and implementation of a government-wide management system for Federal food standardization documents. This new program by FSQS will reduce costs for food products purchased for government use by many different Federal agencies. Now one agency will review the specifications to ensure that they do not have unnecessary requirements and that they permit the companies supplying the products to use more commercial type food items at a lower cost than specially prepared items.
- Commodity purchases were made for the domestic food assistance programs, including the school lunch, child care, and elderly feeding programs. In FY 1980, FSQS purchased approximately 72 million pounds of pork for the school lunch program in addition to purchases of the usual commodities. This was the first major pork purchase in several years and was carried out because of pork's plentiful supply and relatively low price. Major purchases were made of chicken drumsticks and thighs in order to increase the supply of these popular items in school lunches. In addition, strides were made toward including fresh fruits and vegetables in the school lunch menu through regional purchases.
- FSQS is exploring methods for development of more objective grading determinations. This involved primarily the selection and testing of objective analytical instruments to measure marbling (intramuscular fat) in beef carcasses which is a major criteria for determining the grade for a side of beef, e.g., prime, choice, good, etc. Such an instrument should improve the confidence of industry and consumers in USDA meat grade standards. This year a contract was issued to evaluate such a system.
- An intensive study was conducted of the usefulness of quality grades to consumers, and several options for revising food grading policy were developed. These were presented to the public for comment in a Federal Register advance notice of proposed rulemaking. FSQS provides a voluntary grading service to industry not only for meat, but also for poultry, eggs, butter, cheese, and fresh and processed fruits and vegetables. The grading system was originally developed as a marketing tool to provide a consistent barter language for wholesale buyers and sellers. However, some grading information has long been available to consumers on the labels of some products in food stores. The present system of grading information may be ill suited to the needs of some consumers or not easily understood since it was developed for another purpose. For example, grade names are so diverse, both within and across commodity lines, that they could be confusing to consumers. Before deciding on any changes, FSQS conducted a series of consumer studies and prepared a paper that presented a number of possible changes that could aid the consumers in their use of grade information. This paper was used at three public hearings to obtain views of industry and consumers on the possible changes. The Agency is now working on a proposed Federal Register statement to present its suggested changes.
- Four agencies concerned with public safety and health are testing a new inspection referral program to better share information. The Food Safety and Quality Service, the Consumer Product Safety Commission (CPSC), the



Environmental Protection Agency (EPA), and the Food and Drug Administration--members of the Interagency Regulatory Liaison Group (IRLG)--have started the program to effect quicker identification and removal of hazards. The Occupational Safety and Health Administration (OSHA), which is the fifth member of the IRLG, plans to implement the referral inspection system in FY 1981. This referral pilot program establishes a formal, standardized procedure for reporting suspected violations to the agency responsible. Most major industries are visited by inspectors from more than one of the IRLG agencies.

--The Agency is continuing to explore the feasibility of flock testing as a means of improving poultry inspection. Two developments in recent years have given rise to the serious consideration of flock testing. The first is the decline in disease incidence in commercial poultry flocks, and the second is the change in the structure of industry towards large, vertically integrated poultry concerns. Because of these two trends, it may be possible to use flock testing to predict in advance the disease conditions likely to occur, and thus improve inspection. This year FSQS signed a contract with Tuskegee Institute to study the feasibility of isolating specific indicators of flock health, such as feed consumption, health records, medication records, and the past performance of particular farms. The study will take about 1 year to complete.

#### Use of the FY 1981 Plan

This document first presents the FSQS operational program plans and administrative and staff plans. These are further organized by program areas of the Agency and respective major program activities. Each major section of the plan contains an abstract of the program area and its goals for FY 1981. The sections are further divided into program activities, which include activity leader, abstract, objectives, and accomplishments planned for FY 1981. The accomplishments are further expressed in tabular form in terms of: completion schedule (quarter) and activity resources (both person-years and dollars).

Appendix A, "Organization Structure," lists the program areas and program activities depicted in the program plan, and it also indicates the names of organizational subdivisions within each program activity. Appendix B, "Glossary," includes acronyms and definitions of terms which apply to this publication.

**Section III**  
**SIGNIFICANT PROGRAMS IN FY 1981**



## SIGNIFICANT PROGRAMS IN FY 1981

### Introduction

This section provides an overview of significant programs that FSQS will initiate or continue to expand in this fiscal year and provides background information on such activities and cross-references the major program areas and activities in the program plan. Tables throughout the Program Plan are referenced to aid the reader in obtaining additional information.

### Voluntary Quality Control

The voluntary quality control approach is essentially an effort by the inspection program to take advantage of techniques that have been developed by the meat processing industry over the last 30 years. Processors found that regular checks at critical points, systematic recordkeeping, and the analysis of product composition were invaluable means for achieving product quality and consistency, and hence satisfaction in a highly competitive market. FSQS plans to turn these practices to the advantage of our inspectors, providing them with the tools to carry out their jobs more effectively and efficiently. In FY 1981 the FSQS quality control program will expand its training program for inspection so that the necessary numbers of trained inspectors will be available to serve those companies wishing to participate. Also, the Agency will formally approve the first plants to be included in the program and will implement a consulting service for small businesses to advise them on procedures for implementing the program within their plants.

### Contamination Response System

In an industrial accident in the summer of 1979, polychlorinated biphenyls (PCBs) from a ruptured transformer leaked into the drainage system of a slaughtering plant. Animal feed produced from the recovered waste in that system was widely distributed and resulted in the contamination of meat and poultry products in many States. In response to that incident, FSQS established a Contamination Response System (CRS) to assure rapid communication during discovery and cleanup of environmental contamination problems in the food supply. The system delineates the responsibilities of each FSQS component, and of other affected Federal or State agencies. The CRS has four main elements: (1) set the conditions to trigger actions to determine the extent of the contaminations, notify other Federal and State agencies, and control and eliminate the contamination; (2) lay out the systematic process by which FSQS will develop its mobilization efforts to control and eliminate an environmental contaminant; (3) list specific responsibilities of each component of the Agency for each stage of mobilization for the process; and (4) provide for activation of an emergency Agency-wide team to protect the food supply when necessary. This team reports directly to the Administrator. Depending on the type and extent of environmental contamination, action from the CRS is required by the Office of the Administrator; Compliance, Table 8; Commodity Services, Table 6; Science, Table 30; and MPI, Table 15. The Environmental Protection Agency (EPA) and the Food and Drug Administration (FDA) also coordinate their activities with FSQS.

## Residue Monitoring

This past year, newspapers have carried stories of PCB contamination in 19 Western States, dieldrin contamination of hogs in Iowa, chlordane and heptachlor contamination of School Lunch Program pork, widespread violations involving diethylstilbestrol (DES) in cattle, and the continuing problem of high levels of antibiotics in meat. There have been other incidents as well. All of them concern only compounds that can be detected on a routine basis. We do not know what contamination might be occurring outside the sphere of detection. To complicate matters, most of the detection techniques that have been developed are both expensive and time consuming. For example, the total cost for testing one animal for PCB residues is about \$50. By the time the test results have been confirmed, usually 10 days after slaughter, the various parts of the animal in question will be sitting in retail meat counters, home refrigerators, or will have been eaten.

The severe limitations imposed by the present state of technology can be dramatically illustrated by the following statistic: the General Accounting Office (GAO) has estimated that there are at least 143 potentially harmful chemicals in the food supply, but FSQS presently has suitable regulatory tests for detecting only 46 of these compounds. The present monitoring program was designed with these technological limitations in mind. The monitoring program does not attempt to prevent harmful residues from entering the food supply, or even to detect all residues once they are present. Rather, the monitoring program takes a statistical sample by species of those animals slaughtered each year in the United States, and uses the information gained from sampling to establish long-term residue trends. In the course of gathering this information, the monitoring program also picks up evidence that often enables the Agency to take short-term action to contain the spread of residue contamination. Even though the monitoring program now acts as a regulatory alert system, this was not its original purpose, and it is not ideally suited to serve this function. The system provides an accurate long-term statistical picture, but does not attempt to minimize the likelihood that a significant contamination incident will be caught at an early stage. It does, however, provide 95 percent assurance that in the course of a year, any contamination involving more than 1 percent of the total animal population will be detected.

FSQS is re-examining the methods and procedures of the present residue monitoring program to see how they can be improved. This includes studying the use of increased sampling, earlier sampling, reliance on private monitoring programs, and a broadened information base. In addition, an expansion of the computer system that tracks samples in the FSQS laboratories will be installed. This system will enable management to locate and track samples to detect delays in the processing samples and to report important results in less time. When a contaminated sample is detected, various program areas of FSQS may become involved. In fact, other Federal and/or State agencies also may become involved. The resulting rapid, accurate dissemination of information helps prevent the contamination incident from expanding and thereby causing further public health problems and increased costs to industry and the Government in correcting the situation.

The Science Program area has the lead responsibility for this activity through the linked efforts of its four laboratories, Table 30, and its Residue Evaluation Staff, Table 34, in Washington. Decentralized efforts on the part of the Meat and Poultry Inspection Division (MPI), Table 15, and Compliance



Program, Table 8, are critical to the success of residue monitoring. MPI plans to train a residue control officer for each of the five MPI regional offices in FY 1981, Table 19. These employees will monitor local residue problems, educate inspection supervisors in the region about residue problems, and maintain liaison between MPI headquarters in Washington, Table 14, and inspection personnel and plant management in field locations.

#### Radiological Emergency Response System

This system is designed to provide guidelines and recommendations in the event of a radiological contamination incident at a fixed nuclear power plant, and to outline internal USDA roles and responsibilities in providing assistance to State and local agencies for planning and preparedness. A possible contamination would entail a response to an emergency such as another Three Mile Island incident. USDA supports the National Contingency Plan that is overseen by the Federal Emergency Management Agency (FEMA). FSQS has been designated as the lead Agency for USDA. The Agency's Policy and Program Planning Staff has overall responsibility for coordinating this effort. The Science Program area is responsible for chairing a Radiological Assistance Team that reviews State and local emergency plans, and recommends procedures and assists in conducting exercises and drills. The team consists of representatives from MPI, Commodity Services, Compliance, and Administrative Management. The Team also has members from the Animal and Plant Health Inspection Service, Science and Education Administration, Agricultural Stabilization and Conservation Service, Forest Service, and the USDA Staff Office of Safety and Health Management. MPI, Compliance, and Commodity Services have key roles in planning, both at the headquarters staff and field levels. They work with State and local governments in assisting and resolving radiological emergency problems.

#### Labeling Review Process

FSQS is taking measures to improve its procedures for approval of meat and poultry product labels. To make the system more equitable, FSQS proposed in February 1980 to require review of label approval applications in the strict order in which they are received, whether in person or by mail. Public comments on the proposal are being evaluated to determine any further action. In addition, FSQS will conduct a pilot program that would delegate authority to field inspectors for approving simple label changes to provide a quicker system for the approval of some labels. The label system has grown extremely unwieldy over the years. The system is based on "prior approval," which has been implemented by having every new label or every significant change in a label approved by FSQS headquarters staff before it can be used. In FY 1981 FSQS plans to find ways to streamline the system. The development of more formal, consistent, and open requirements should make the review and approval process more efficient. The system would obviate the necessity for a company to submit all of its labels to Washington for approval.

FSQS will streamline and improve the labeling review process by taking the following initiatives: initiate a quality control program for label approvals; conduct a pilot project, delegating certain label approval authority to the field; develop rescission policy guidelines and procedures

for deficient labels; adopt formal guidelines for granting and monitoring temporary label approvals; institute a formal, structured process for appealing label disapprovals; implement procedures for public notification, with opportunity for comment, of standards and labels policy decisions; and finalize label approval procedures proposal.

In approving labels and standards for meat and poultry products, interaction among many program areas is necessary. Product labels that bear nutritional information or a percentage declaration of ingredients must be supported by a quality assurance program approved by the MPI Program, Table 19, before final approval is granted. In the development of product standards, the Science Program handles questions of risk to the public health, Table 31, and the Compliance Program is responsible for handling questions of product amenability to the relevant Acts, Table 9. Labels bearing claims that the product will provide certain requirements of the National School Lunch Program which must be supported by a quality assurance program are cleared through the Department's Food and Nutrition Service prior to approval by MPI.

### Food Labeling Issues

FSQS will be publishing six regulatory proposals during the year to implement its part of the USDA, FDA, FTC joint labeling efforts. FSQS will propose that percentage labeling be mandatory for certain significant ingredients. The primary health consequence to be derived from quantifying the ingredients on food labels would be that those persons on medically prescribed or voluntary diets would be able to determine their intake of specific substances. However, this advantage would be offered only if the quantities were disclosed in terms of ingredient weight or if consumers could calculate the amount from the percentage. FSQS will propose to require that ingredients statements indicate that the ingredients are listed in descending order of predominance. Order of predominance labeling provides some information concerning the relative contents of a product's ingredients, but it does not disclose the actual quantities of substances comprising the food. For example, if a product lists "wheat flour, sugar, vegetable oil. . ." at the top of its ingredients list, one would know there is more wheat flour than any other single ingredient in the product and that there is more sugar than vegetable oil in the product. However, one would not know whether there is twice as much wheat flour as sugar or only a single gram more. The same is true for the sugar as compared to the vegetable oil. What this points out is that, while the ingredient list may be accurate in a broad sense, the information it provides is far from precise.

FSQS will also propose to require that foods containing 10 percent or more total fat on a dry weight basis declare the specific source of the fat or oil. Medical opinion about the health implications of fat, fatty acid and cholesterol intake is divided. While elevated serum cholesterol levels have been established as a risk factor in arteriosclerosis, a causal relationship between dietary risk factors and the development of heart disease has not been established. Hence, it is impossible to assess the benefit likely to accrue to the general population from the dietary modifications that increased label information might facilitate. However, increased information about fat composition and cholesterol content of foods would be beneficial to many people who currently follow fat-modified and/or reduced cholesterol diets.

FSQS plans to propose regulations to require nutrition labeling (including information on calories, fat, carbohydrates, protein, cholesterol, sugars, sodium, and other nutrients of public health concern) on foods about which nutrition claims are made or to which nutrients are added. Increased comprehension and use of nutrition labeling information could have positive health implications. Heightened awareness of nutrient content of food may contribute to better balanced diets and, thereby, to better health. People in various health-risk groups, e.g., those on medically-prescribed diets, derive special benefit from nutrition labeling.

The FSQS labeling issues will include a proposal to define serving sizes. Since the inception of nutrition labeling, serving size has been one of the issues of most concern to consumers and manufacturers alike. Standardization of serving sizes would eliminate two major problems encountered under the current policy: unreasonably large serving sizes and widely varying serving sizes within a product class. Standardizing serving sizes would not only result in uniformity, but would also more accurately reflect the quantities actually consumed. Nutrition information conveyed in this way should be more meaningful to consumers. Open dating would be required on perishable and semiperishable foods. Open dating is a system whereby there appears on a food package an easily-read and understandable date that indicates the date by which the quality of the food will be affected. Because of the variety of open dating schemes available and their differing applications and product coverages in State laws and voluntary programs, inconsistencies and difficulties with their use are prevalent. For consumers, there is uncertainty as to the meaning of the date because of the non-uniformity of use and the lack of explanations and supplementary information.

FSQS also is participating with FDA in a review of the labels to determine if a different labeling format would improve the understandability of the labels to the users. During this fiscal year, the Agency will be considering new proposals in other areas of labeling. For example, the issue of mechanically deboned meat and poultry will be examined to determine what new names, standards, and use controls would be appropriate.

#### Improving Proposed and Existing Government Regulations

Concerns of increased burdens imposed by Federal regulatory agencies resulted in the President issuing Executive Order (E.O.) No. 12044, titled "Improving Government Regulations." The purpose of this E.O. is to get Federal agencies to make careful reviews and modifications of existing and new regulations so as to improve their clarity and eliminate duplication and contradiction among regulations. The Regulations Coordination Division of the Compliance Program, Table 11, is responsible for coordinating all FSQS regulatory actions, including the preparation of proposals and final rules and the review of existing regulations. These functions require cooperation and information to be obtained from within the Agency and also from other government agencies such as Food and Drug Administration (FDA), and the Environmental Protection Agency (EPA). The function of reviewing existing regulations is ongoing; a Regulatory Review Task Force has been created to thoroughly review all existing regulations. This Task Force is comprised of members from various program areas in FSQS, including the Administrator's Office, Science Program, Meat and Poultry Inspection Program, and Commodity Services. Subgroups have also been established, when needed, with representation from the various programs.



## Interagency Regulatory Liaison Group (IRLG)

The IRLG was organized to improve public health and safety through sharing of information, avoiding duplication of effort, and developing consistent regulatory policy. IRLG is a mechanism for promoting increased coordination among five Federal agencies, namely: Consumer Product Safety Commission, Environmental Protection Agency, Food and Drug Administration, Food Safety and Quality Service, and Occupational Safety and Health Administration. IRLG has four goals for fiscal year 1981, namely: increase IRLG participating agencies' ability to assess health and safety risks; increase IRLG participating agencies' ability to share limited resources and information, and to coordinate activities; eliminate or prevent unnecessary regulatory burdens; and provide the public with better information on the role of IRLG agencies in protecting the public's health and safety, and on the nature and prevalence of hazardous substances. FSQS will be involved with actions associated with all of the IRLG goals. One such action will include a contract study and another the pilot referral inspection project. A \$150,000 contract was awarded last fiscal year to conduct a retrospective economic impact analysis study of predicted economic impacts versus what actually occurred as the result of five IRLG regulations. FSQS participation in the IRLG Referral Inspection Program in FY 1981 will require the participation of: MPI, Table 19; Commodity Services, Table 6; and Compliance, Table 8. Training of FSQS personnel in the identification and referral of possible violations of other agencies' regulations should be concluded in the first quarter of FY 1981. Selected personnel schedules to receive the training include all MPI Circuit and Area Supervisors, Compliance Officers, and Supervisory Egg Product Inspectors. The evaluation of this pilot effort should be completed by the Spring of 1981.

Another action proposed for FY 1981 is that the FSQS Science Program, Table 30, will take the lead for the development of common analytical methods that will be used by all IRLG participating agencies in the identification of compounds and materials of mutual interest.

**Section IV**  
**COMMODITY SERVICES**



## FY 1981 PROGRAM AREA PLAN FOR COMMODITY SERVICES

PROGRAM LEADER: Eddie F. Kimbrell

### PROGRAM ABSTRACT:

The mission of the Commodity Services Program is to plan, formulate, and coordinate policies and voluntary programs for the standardization, quality inspection, and grading of dairy and dairy products, fresh and processed fruits and vegetables, meat and meat products, poultry and poultry products, shell eggs, egg products, rabbits, and miscellaneous commodities. Commodity Services also administers the mandatory egg products inspection and shell egg surveillance programs. The Commodity Services Program mission also includes commodity purchases for domestic food assistance, commodity diversion programs and administration of the Government-wide Food Quality Assurance Program (GWFQA). The GWFQA develops, coordinates, monitors, and approves Federal food procurement specifications; it monitors amendments to food purchase contracts, and it serves as the liaison with the Government Services Administration (GSA) on Federal food specification matters.

The Deputy Administrator for Commodity Services participates with the Administrator and other Agency officials in the overall planning and formulation of all policies, programs, and activities of FSQS oriented to the Nation's agricultural and consumer protection needs.

The Commodity Services program conducts periodic reviews and evaluations of field programs to measure the effectiveness of existing standards, specifications, and procedures; and it develops and coordinates field testing of new or revised procedures.

### PROGRAM GOALS:

1. To conduct voluntary commodity inspection and grading, providing services to 90 percent of requests within 24 hours.
2. To adjust fees and bring uniformity to commodity inspection and grading charges where warranted, and to implement changes in program actions to assure integrity of grade and grade marks.
3. To inspect all liquid, frozen and dried egg products being used for human food and continue to work in sharing residue information with Science and Meat and Poultry Inspection program areas.

TABLE 2 - COMMODITY SERVICES PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	7	<u>1</u> /	1679 <u>2</u> /	3
Food Quality Assurance Division	34	1	1277	2
Fruit and Vegetable Quality Division	741	32	21,292	33
Meat Quality Division	702	30	17,145	26
Poultry and Dairy Quality Division	841	36	23,686	36
Total Program Area	2,325	100	65,079 <u>3</u> /	100

1/ Less than one percent.

2/ Includes \$1.347 million payment to the Agricultural Stabilization and Conservation Service.

3/ Excludes monies for the Commodity Purchases program.



FY 1981 PROGRAM ACTIVITY PLAN FOR THE FOOD QUALITY  
ASSURANCE DIVISION

ACTIVITY LEADER: John M. Wyatt

ACTIVITY ABSTRACT:

The Food Quality Assurance Division (FQAD) administers the Government-wide Food Quality Assurance Program for foods procured by Federal agencies. This Program became a responsibility of FSQS on July 18, 1979.

The FQAD manages and approves Federal standardization documents in Federal Supply Group 89 - Food. Active management is intended to reduce duplication, complexity, and bidding restrictiveness of government procurement documents, as well as to increase the procurement of more commercial-type food items. The Division also establishes and maintains quality assurance policies and procedures for food procured by Federal agencies.

ACTIVITY OBJECTIVES:

1. Evaluate progress of and refine the Federal food standardization document management system.  
  
    Accomplishment 1: Evaluate progress of and refine the management system with USDA agencies.  
  
    Accomplishment 2: Evaluate progress of and refine the management system with other Federal agencies.
2. Review and assess both Federal and agency-unique food standardization documents used by Federal agencies to procure food items representing large dollar procurements having specific procurement problems, or requiring coordination or problem resolution between the document preparation activity and the acceptance inspection activity.  
  
    Accomplishment 1: Review and assess 50 existing standardization documents for duplication, restrictiveness to bid competition, and other procurement and application related problems.  
  
    Accomplishment 2: Coordinate Federal agency evaluations of 10 agency-unique food standardization documents for conversion of these documents to Federal specifications or commercial item descriptions.  
  
    Accomplishment 3: Coordinate and resolve problems between the document preparation activity and the acceptance inspection activity on five agency-unique food standardization documents.
3. Manage the coordination for approval of at least 15 Government-wide consolidated, standardization documents for food items with emphasis placed on items representing large dollar procurements, having specific procurement problems, or requiring interface or problem resolution

between the document preparation activity and the acceptance inspection activity.

Accomplishment 1: Coordinate preparation of at least 15 uniform food standardization documents.

Accomplishment 2: Coordinate interagency approval of at least 15 uniform food standardization documents.

4. Initiate development of an interagency cost information system, which will enable the FQAD to determine cost savings which result from actions taken in the Government-wide Food Quality Assurance Program.

Accomplishment 1: Identify the types and sources of information necessary to determine cost savings.

Accomplishment 2: Develop and test a prototype of an interagency system to use this information to determine cost savings.

5. Initiate development of a system for monitoring use of Federal standardization documents in terms of Federal agency user satisfaction.

Accomplishment 1: Identify information requirements and sources indicating user satisfaction.

TABLE 3 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FOOD QUALITY ASSURANCE DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Evaluate and Refine Management System			
Accomplishment 1 - USDA Agencies	II	2	75
Accomplishment 2 - Other Federal Agencies	IV	2	75
Objective 2 - Review and Assess Food Standardization Documents			
Accomplishment 1 - Assess 50 Documents	IV	7	263
Accomplishment 2 - Coordinate 10 Evaluations	IV	2	75
Accomplishment 3 - Resolve 5 Problems	IV	2	75
Objective 3 - Standardization of 15 Docu- ments			
Accomplishment 1 - Coordinate prepara- tion 1/	IV	8	300
Accomplishment 2 - Coordinate Inter- agency Approval 1/	IV	6	225
Objective 4 - Initiate Cost Information System			
Accomplishment 1 - Identify Cost Savings Information	II	2	75
Accomplishment 2 - Develop and Test Prototype	IV	2	75
Objective 5 - Initiate Document Use Monitoring System			
Accomplishment 1 - Identify Requirements	IV	1	39
TOTAL		34	1,277

1/ All participating agencies must agree that these documents should be standardized and to accept the documents once standardized.

FY 1981 PROGRAM ACTIVITY PLAN FOR THE FRUIT  
AND VEGETABLE QUALITY DIVISION

ACTIVITY LEADER: Jacob J. Vollman

ACTIVITY ABSTRACT:

The Fruit and Vegetable Quality Division (FVQD) conducts grading and standardization programs for fresh and processed fruits and vegetables, edible tree nuts, peanuts, raisins, and miscellaneous related products. The FVQD also administers the commodity procurement program in which fresh and processed fruits and vegetables, corn syrup, and dry beans are obtained for distribution and use in child nutrition and other domestic feeding programs, and the Division administers Section 32 diversion programs. The Division's programs and activities are divided among three branches: Fresh Products Branch, Processed Products Branch, and the Commodity Procurement Branch.

The FVQD grading activity provides inspection and grading services to shippers, processors, sellers, buyers (including government procurement agencies) and other financially interested parties on a "user-pay fee" basis. Use of the service is voluntary and is made available only upon specific request or when specified by some special program or contract.

The purpose of the standardization program is to develop and improve grade standards for fresh and processed fruits, vegetables, nuts, and miscellaneous assigned commodities. The standards describe the requirements for each quality level of a commodity and provide a yardstick for measuring quality, which forms a basis for satisfactory trading.

The commodity procurement/purchasing activity involves all aspects of the contracting function, including issuing purchase announcements and invitations to bid, receiving offers, and executing and servicing contracts. The program normally purchases fresh and processed fruits and vegetables and related products throughout the year.

ACTIVITY OBJECTIVES:

1. Provide inspection and grading services to shippers, processors, buyers, and sellers of fresh and processed fruits and vegetables and related products as required.

Accomplishment 1: Review, revise, and issue changes and/or instructions to supplement existing regulations and procedures; also respond to specialized situations for needs of Department of Defense, School Lunch, and Veterans Administration. Complete work on revision of 49 Federal-State Cooperative Agreements. Evaluate grading fee structure.

Accomplishment 2: Perform voluntary grading services on an estimated 87 billion pounds of fresh and processed fruits and vegetables, peanuts, tree nuts, olives, raisins, and other related products on a user-fee basis, and perform 104,000 chemical

analyses. Examine and accept for compliance with USDA purchase specifications 675 million pounds of fresh and processed fruits and vegetables and related products. Coordinate Department of Defense Meal, Ready-To-Eat (MRE) Acquisition Program. Continue cross utilization and cross training under the MRE program so that employees of the Federal Grain Inspection Service (FGIS) and those within divisions in the Commodity Services can inspect products normally assigned to specific governmental units. Expand National Grade Review Program. Expand services for inspection in conjunction with school feeding programs and coordinate services with FGIS and MPI.

2. Develop, review, and revise grade standards and purchase specifications for fresh and processed fruits and vegetables and related products.

Accomplishment 1: Review, revise, or develop 21 U.S. grade standards. Evaluate data collected from 1980 peach crop survey, and, if applicable, develop sampling and prescreening procedures for detecting internal disorders.

Accomplishment 2: Review, revise, or develop 19 grading manuals and 17 visual aids.

3. Receive offers, analyze bids, and execute contracts for procurement of fresh and processed fruits and vegetables and related products for distribution to schools and other eligible outlets. Aid in the administering of crop diversion program(s), if any.

Accomplishment 1: Approximately 20 percent of the Commodity Procurement Branch's time is spent analyzing markets, determining program needs, and allocating available funds. Forty percent of the time is required for making actual purchases, which includes receiving and accepting offers, formulating contract terms and conditions, determining volume of commodity to buy, specifying label and case marking requirements, setting delivery schedules, and maintaining mailing lists of product sources.

Accomplishment 2: Receive offers, analyze bids, and execute approximately 420 contracts to purchase about 675 million pounds of fruits and vegetables and related products. Increase by 11 percent contracts with competitive small business firms; the FY 1981 goal is \$80 million compared with actual purchases of \$72 million in FY 80. A goal of \$1 million is established for contracts with minority and disadvantaged (Section 8a) firms, and \$2 million for contract with minority competitive firms (the same goals that were established in FY 1980).

Accomplishment 3: Approximately 35 percent of the Branch's activity is concerned with oral and written communications. Extensive telephone contacts are maintained with contractors and trade members, responding to their questions and solving operational problems.

TABLE 4 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FRUIT AND VEGETABLE DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Grading			
Accomplishment 1 - Procedures	IV	2	60
Accomplishment 2 - Product Examination	IV	700	19,816
Objective 2 - Standardization			
Accomplishment 1 - Standards	IV	15	581
Accomplishment 2 - Commodity Instructions	IV	9	345
Objective 3 - Commodity Procurement			
Accomplishment 1 - Planning	IV	3	100
Accomplishment 2 - Procurement	IV	6	190
Accomplishment 3 - Communications	Ongoing	5	160
Accomplishment 4 - Training	Ongoing	1	40
TOTAL		741	21,292



FY 1981 PROGRAM ACTIVITY PLAN FOR  
THE MEAT QUALITY DIVISION

ACTIVITY LEADER: M. L. Huggins

ACTIVITY ABSTRACT:

The Meat Quality Division (MQD) administers and directs grading, certification and standardization activities for meat and meat products. The staff also conducts diversion, purchase, and export programs for meat products. The nationwide grading and certification program involves the official grading of meat according to Federal standards upon requests of users. Users reimburse the Agency for this service. MQD also examines and certifies meat products for compliance with both Federal and non-Federal specifications for large-scale purchasers, including Federal, State and local government units, as well as commercial and private users. The standardization program involves the development, establishment, and revision of U.S. standards for classes and grades of meat and the development and revision of purchase specifications for meat products. The purchasing activity involves all aspects of the contracting function including issuing purchase announcements and invitations, receiving offers, and executing and servicing contracts. The program normally involves weekly purchases of as many as three or four different meat products over a 6-month period. MQD conducts regular reviews of all programs to evaluate program effectiveness and efficiency, and to monitor potential problem areas.

ACTIVITY OBJECTIVES:

1. Provide official grading services for meat, and examination and acceptance services for meat products as requested.

Accomplishment 1: Officially grade 13 billion pounds of meat in approximately 800 establishments.

Accomplishment 2: Examine and certify for compliance with Federal and non-Federal specifications 2 billion pounds of meat products.

2. Develop and maintain a comprehensive, up-to-date set of grade standards and purchase specifications for meat and meat products and review the accuracy of the application of the standards and specifications by Division employees.

Accomplishment 1: Review 11 existing meat grade standards and revise, as necessary, incorporating objective measures whenever possible.

- a. Complete review of beef standards by June 1, 1981.
- b. Complete review of veal and calf standards by July 1, 1981.
- c. Complete review of lamb standards by August 1, 1981.
- d. Complete review of pork standards by September 1, 1981.

Accomplishment 2: Review 15 current specifications and revise and develop specifications as needed, adopting more objective procedures whenever possible.

<u>Institutional Meat Purchase Specifications</u>	<u>Proposed Date</u>	
General Requirements	January	1981
Series 100 - Fresh Beef	June	1981
Series 200 - Fresh Lamb and Mutton	August	1981
Series 300 - Fresh Veal and Calf	August	1981
Series 400 - Fresh Pork	April	1981
1981 Series 500 - Cured, Cured and Smoked, and Full Cooked Pork Products	May	1981
Series 600 - Cured, Dried and Smoked Beef Products	June	1981
Series 700 - Edible By-Products	September	1981
Series 800 - Sausage Products	September	1981

#### Federal Specifications

Slab and Sliced Bacon	October	1980
Beef Chunks	November	1980
Canned Meatball Stew	December	1980
Sectioned and Formed Canned Ham	February	1981
Beef with Natural Juices	September	1981
Ground Pork, Frozen	September	1981

Note: Other Federal specifications may be developed or revised pending action of the USDA-DOD Working Level Group.

Accomplishment 3: Adopt review procedures and conduct the following reviews of meat grading and certification activities of at least six mainstations.

- a. 90 in-plant reviews of grading.
- b. 30 in-plant reviews of acceptance work.
- c. 15 destination reviews of graded and accepted products.
- d. 90 retail reviews of graded product.

3. Purchase, including surplus removal purchases, meat, meat products, and fish for distribution to schools and other eligible outlets.

Accomplishment 1: Receive offers, analyze bids, and execute approximately 350 contracts for about 130 million pounds of meat and fish products.

Accomplishment 2: Increase participation of small and small disadvantaged firms by 20 percent over FY 80.

Accomplishment 3: Monitor performance and resolve problems to ensure at least 90 percent timely deliveries at F.O.B. origin.



TABLE 5 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MEAT QUALITY DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Grading Service <u>1/</u>			
Accomplishment 1 - Grading	IV	340	8,206
Accomplishment 2 - Acceptance	IV	340	8,205
Objective 2 - Standardization <u>2/</u>			
Accomplishment 1 - Standards	IV	4	229
Accomplishment 2 - Specifications	IV	7	130
Accomplishment 3 - Reviews	IV	4	147
Objective 3 - Procurement			
Accomplishment 1 - Procurement	IV	2	64
Accomplishment 2 - 8(a) Contracts	IV	1	32
Accomplishment 3 - Contract Administration	IV	<u>4</u>	<u>132</u>
TOTAL		702	17,145

1/ Proportion of total hours worked by graders were used to separate total resources for objectives by function; however, both functions handled by same individual(s).

2/ Written comments will be solicited and public hearings will be held on rulemaking actions, as appropriate, when there are changes in standards.

FY 1981 PROGRAM ACTIVITY PLAN FOR THE POULTRY AND DAIRY  
QUALITY DIVISION

ACTIVITY LEADER: H. Connor Kennett, Jr.

ACTIVITY ABSTRACT:

The Poultry and Dairy Quality Division (PDQD) administers and directs four programs: mandatory continuous inspection of egg products and the surveillance inspection of shell egg handlers and hatcheries; voluntary inspection and grading of egg products, shell eggs, poultry, dairy products, rabbits, and related products; stipulation of standards for dairy products, poultry, shell eggs, egg products, and related products; and purchase and diversion programs for poultry and egg products.

Other Division responsibilities include maintaining and developing relationships with the States, trade organizations, and related groups for the purpose of obtaining policy and program recommendations; and recommending withdrawal of service actions.

ACTIVITY OBJECTIVES:

1. Assure that only those eggs and egg products that are wholesome, unadulterated, and properly packaged and labeled enter market channels.

Accomplishment 1: Maintain continuous inspection in egg products processing plants (approximately 145 shifts) in the United States. Approximately 870 million pounds of egg products will be inspected during the year.

Accomplishment 2: Carry out the surveillance portion of the Egg Products Inspection Act by inspecting shell egg handlers and hatcheries. Make approximately 20,000 inspections during the year.

2. Assist in the marketing and production of commodities by providing voluntary inspection, grading, and other services upon request. Aid producers and consumers by providing a comprehensive set of poultry and dairy products quality standards. Also, participate in the coordination of a comprehensive and uniformly applied Federal food procurement program.

Accomplishment 1: Provide resident and nonresident grading/inspection services to all users requesting them. Estimated amounts of product that will be graded are: poultry and poultry products, including rabbits, 14.8 billion pounds; and dairy products, 3.4 billion pounds. Additionally, approximately 3,800 dairy plant inspections will be made.

Accomplishment 2: Review, develop, and revise the following quality standards and specifications for poultry and dairy products:

	<u>Poultry</u>	<u>Dairy</u>
Standards Reviewed	5	2
Standards Developed	0	0
Standards Revised	4	1
Specifications Reviewed	6	10
Specifications Developed	0	1
Specifications Revised	3	5

Accomplishment 3: Amend shell egg regulations to delete the U.S. Consumer Grade AA classification for shell eggs and the U.S. Procurement Grades I and II for shell eggs. Revise tolerances for undergraded eggs within the official grades.

Accomplishment 4: Assist 16 States in implementing uniform requirements for milk manufacture as provided by the milk manufacturing program.

3. Purchase, including surplus removal purchases, poultry commodities for distribution to eligible domestic outlets.

Accomplishment 1: Conduct contracting operations amounting to approximately 400 contracts awarded from about 550 offers received.

TABLE 6 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
POULTRY AND DAIRY QUALITY DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Egg Products Inspection			
Accomplishment 1 - Continuous Inspection <u>1/</u>	IV	152 <u>2/</u>	4,878
Accomplishment 2 - Surveillance	IV	30 <u>2/</u>	2,179
Objective 2 - Grading/Standards and Specifications			
Accomplishment 1 - Grading	IV	639 <u>3/</u>	15,981
Accomplishment 2 - Standards and Specifications	IV	7	261
Accomplishment 3 - Grade Classification <u>4/</u>	IV	1	45
Accomplishment 4 - Milk Manufacturing Program	Ongoing	1	44
Objective 3 - Procurement			
Accomplishment 1 - Contracting <u>5/</u>	IV	<u>11</u>	<u>298</u>
TOTAL		841	23,686

- 1/ Legislation is needed to amend the Egg Products Inspection Act to permit prompt withdrawal of inspection in plants with recurring violations of the Act and to provide for civil penalties.
- 2/ Does not include approximately 35 State employee person-years for continuous inspection and approximately 45 State employee person-years for surveillance activity.
- 3/ Does not include approximately 340 State employee person-years.
- 4/ The grade is being changed and action is suggested by the Administrator. Comments requested through the Federal Register and possibly public hearing.
- 5/ The Administrator approves the intent to buy.

**Section V**  
**COMPLIANCE**





## FY 1981 PROGRAM AREA PLAN FOR COMPLIANCE

PROGRAM LEADER: L. L. Gast

### PROGRAM ABSTRACT:

The Compliance Program mission is to assure that Agency actions necessary for legal and regulatory compliance are applied effectively, fairly, and uniformly. An audit program is conducted to measure results of these efforts and to recommend corrections for existing or potential problems. The Compliance Program: develops meat and poultry product standards; coordinates FSQS regulation development and review; and maintains liaison with the Department's Office of the Inspector General. Using compliance, surveillance, and enforcement authorities, it also coordinates Agency actions to withdraw inspection and grading service, to prosecute, or to take other enforcement actions where indicated. Another responsibility includes the label approval and labeling policy development functions to assure that meat and poultry product labels are truthful and not misleading.

These activities are carried out by four functional units: the Evaluation and Enforcement Division, the Meat and Poultry Standards and Labeling Division, the Regulations Coordination Division, and the Planning and Analysis Division.

### PROGRAM GOALS:

1. To review and evaluate FSQS inspection, grading and related activities, assuring that violations and irregularities are met with appropriate legal or administrative actions.
2. To develop, maintain, and publish product standards and labeling requirements for meat and poultry.
3. To assure that both new and existing Agency regulations and issuances are timely, effectively coordinated, reviewed, and published.
4. To develop policy and procedures to assure that compliance actions are fair, uniform, and effective.
5. To represent the United States position in Codex Alimentarius activities relating to processed meat and poultry products, food labeling, and vegetable proteins.

TABLE 7 - COMPLIANCE PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator and Program Services Staff	19	10	845	13
Evaluation and Enforcement Division	119	60	3,806	59
Meat and Poultry Standards and Labeling Division	30	15	792	12
Planning and Analysis Division	17	9	550	9
Regulations Coordination Division	12	6	445	7
Total Program Area	197	100	6,438	100

FY 1981 PROGRAM ACTIVITY PLAN FOR  
THE EVALUATION AND ENFORCEMENT DIVISION

ACTIVITY LEADER: Robert Gonter

ACTIVITY ABSTRACT:

The Evaluation and Enforcement Division provides nationwide monitoring of the effectiveness of FSQS programs through periodic reviews and special studies, and through systematic nationwide monitoring of businesses engaged in interstate food marketing and distribution. The Division detects and documents statutory violations and assures that appropriate remedies or sanctions are effected. The Division also controls violative products through detentions, civil seizures, and voluntary recalls. Additionally, the Division cooperates with States in the development of compliance programs for intrastate products and businesses and monitors State and import inspection and compliance programs to assure that they meet Federal specifications. The Division issues letters of warning and refers reports and recommendations to the Office of the General Counsel, Justice Department, or other appropriate officials for criminal/civil/administrative action. This function requires the development and maintenance of contacts with appropriate enforcement groups.

ACTIVITY OBJECTIVES:

1. Conduct comprehensive, systematic compliance programs to monitor businesses engaged in marketing and distribution of food products and to prevent violations of law and regulations.

Accomplishment 1: Detect and document 550 statutory or regulatory violations and refer findings to appropriate officials for action.

Accomplishment 2: Carry out detentions, seizures, request recalls and take other actions to control violative products. Based on past trends, approximately 14,000,000 pounds of product will be detained in 700-800 detention actions, and there will likely be about 6 requests for recalls.

Accomplishment 3: Cooperate with States in the development of compliance programs for intrastate products and businesses, and monitor four State compliance programs to assure they meet Federal requirements. This will depend on resources that are available.

Accomplishment 4: Carry out 40,000 compliance reviews of operations in the food and allied industries.

Accomplishment 5: Develop and maintain contacts with appropriate enforcement groups.

2. Provide systematic nationwide monitoring of the effectiveness of inspection through 4,000 reviews of inspected plants.

Accomplishment 1: Monitor industry compliance with laws and regulations through 4,000 reviews of inspected plants.

Accomplishment 2: Participate in the design of operating review systems, methods, guidelines, and procedures for reviewing effectiveness and compliance.

3. Recommend appropriate action on the Office of Inspector General (OIG), FSQS, or other violation reports and issue referrals to OIG, Department of Justice (through the Office of the General Counsel), or other appropriate officials.

Accomplishment 1: Follow up on actions resulting from enforcement activities to assure appropriate remedies or sanctions are effected. Based on past trends, this will result in approximately 600 warning letters, 6 inspection withdrawals, and 80 referrals for criminal, civil or administrative action.

Accomplishment 2: Maintain close liaison with the Office of the General Counsel.

Accomplishment 3: Monitor consistency and clarity of case documentations and recommend improvements.

TABLE 8 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EVALUATION AND ENFORCEMENT DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Monitor Industry Compliance			
Accomplishment 1 - Violation Detection	IV	18.0	565
Accomplishment 2 - Violative Products Control	IV	5.0	157
Accomplishment 3 - State Programs Monitoring	IV	1.0	31
Accomplishment 4 - Allied Industry Review	IV	47.0	1,608
Accomplishment 5 - Regulatory Liaison Maintenance	Ongoing	11.0	346
Objective 2 - Monitor Program Effectiveness			
Accomplishment 1 - Inspected Plants Monitoring	IV	25.0	737
Accomplishment 2 - Methods Development	Ongoing	4.0	109
Objective 3 - Case Action			
Accomplishment 1 - Sanctions Initiation	IV	6.0	189
Accomplishment 2 - OGC Liaison Maintenance	Ongoing	1.5	57
Accomplishment 3 - Case Quality Monitoring	Ongoing	<u>.5</u>	<u>7</u>
TOTAL		119.0	3,806

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
MEAT AND POULTRY STANDARDS AND LABELING DIVISION

ACTIVITY LEADER: Robert Hibbert

ACTIVITY ABSTRACT:

The Meat and Poultry Standards and Labeling Division carries out the mandatory label approval function for all labels used on federally inspected meat and poultry products. The Division conducts reviews to assure that the labels are truthful and not misleading, and that they show the required information (including product name, ingredient statement, name and address of the firm, net weight, and inspection mark). Formal product standards are developed to specify meat content and/or usual ingredients of meat and poultry products. These are proposed when industry members or consumers show particular interest in increasing uniformity among products using the same product name. Other regulations in the food labeling area are also developed by the Division. Also, provide staff support and advice relating to assigned activities of Codex Alimentarius.

ACTIVITY OBJECTIVES:

1. Assure that meat and poultry product labeling is truthful, informative and not misleading.

Accomplishment 1: Review approximately 100,000 labels for approval. An estimated 85 percent will be approved.

Accomplishment 2: Develop general labeling policies to prevent fraudulent practices. (Numbers will depend upon issues raised during the year.)

2. Respond to industry and consumers by developing meat and poultry product standards.

Accomplishment 1: Develop approximately six meat and poultry product standards. These include development of protein fat-free standards for cured pork products and modifications in the current pizza standards. Also, about 250 informal product standards now included in the unpublished policy book will be published for comment.

3. Streamline and improve Division functions.

Accomplishment 1: Initiate a quality control program for label approvals.

Accomplishment 2: Conduct pilot project with MPI delegating authority to approve final labels meeting certain requirements.

Accomplishment 3: Develop rescission policy, guidelines, and procedures for deficient labels.



Accomplishment 4: Adopt formal guidelines for granting and monitoring temporary label approvals.

Accomplishment 5: Institute a formal, structured process for appealing label disapprovals.

Accomplishment 6: Implement procedure for public notification, with opportunity for comment, of standards and labels policy decisions.

Accomplishment 7: Finalize label approval procedures proposal.

4. Complete activity in response to USDA-FDA-FTC food labeling initiatives.

Accomplishment 1: Develop proposal for percentage labeling to require mandatory percentage labeling for significant ingredients. Publish final rule - 7/10/81.

Accomplishment 2: Develop proposal for listing ingredients in order of predominance to require a statement that ingredients are listed in descending order of predominance. Publish final rule - 5/12/81.

Accomplishment 3: Develop proposal to identify specific source(s) of fat to require that foods containing 10 percent or more total fat on a dry weight basis declare the specific source of the fat or oil. Publish final rule - 8/11/81.

Accomplishment 4: Develop proposal for nutrition labeling to require nutrition labeling--including information on calories, fat, carbohydrates, protein, cholesterol, sugars, sodium, and other nutrients of public health concern--on foods about which nutrition claims are made or to which nutrients are added. Publish final rule - 12/1/81.

Accomplishment 5: Develop proposal to provide serving size. Propose standard serving sizes for various foods. Publish final rule - 12/1/81.

Accomplishment 6: Develop proposal to provide open dating to require open dating on perishable and semiperishable foods. Publish final rule - 6/9/81.

TABLE 9 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MEAT AND POULTRY STANDARDS AND LABELING DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Label Integrity Assurance			
Accomplishment 1 - Review Labels	IV	15.0	397
Accomplishment 2 - Develop Labeling Requirements	Ongoing	3.0	80
Objective 2 - Product Standards			
Accomplishment 1 - Develop Product Standards	IV	5.0	132
Objective 3 - Streamline Functions			
Accomplishment 1 - Institute Audit System	IV	1.0	27
Accomplishment 2 - Test Approval Delegation	IV	.5	13
Accomplishment 3 - Develop Label Recision Process	IV	.5	13
Accomplishment 4 - Adopt Guidelines for Temporary Label Approvals	IV	.5	13
Accomplishment 5 - Formalize Labels Appeals Process	IV	.5	13
Accomplishment 6 - Implement Procedures of Standards and Labels Policy Decisions	IV	.5	13
Accomplishment 7 - Finalize Label Approval Procedures Proposal	IV	.5	13
Objective 4 - Food Labeling Initiatives			
Accomplishment 1 - Percentage Labeling	IV	.5	13
Accomplishment 2 - Order of Predominance	IV	.5	13
Accomplishment 3 - Source(s) of Fat	IV	.5	13
Accomplishment 4 - Nutrition Labeling	IV	.5	13
Accomplishment 5 - Serving Size	IV	.5	13
Accomplishment 6 - Open Dating	IV	.5	13
TOTAL		30.0	792

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
PLANNING AND ANALYSIS DIVISION

ACTIVITY LEADER: Carol M. Seymour

ACTIVITY ABSTRACT:

The Planning and Analysis Division provides centralized support for Compliance programs in the areas of planning, analysis, and information systems. The Division plans and assists in the implementation of compliance policy and programs to promote the effectiveness, fairness, and uniformity of compliance actions. The Division provides information systems to support evaluation, enforcement, regulations, and standards and labeling functions. It identifies and provides advice on regulatory, legal, and administrative compliance problems. In addition, the Division develops and maintains liaison with the Office of Inspector General and other groups with enforcement, evaluation, and related responsibilities.

ACTIVITY OBJECTIVES:

1. Provide short- and long-range planning for FSQS Compliance activities.

Accomplishment 1: Provide program planning support to all Compliance Program divisions. The workload is determined by the support needs of the other Compliance divisions. Primary emphasis for FY 1981 will be on support to the meat and poultry standards and labeling functions.

Accomplishment 2: Coordinate FSQS responses to approximately eight Office of Inspector General audit reports, and numerous special studies and inquiries on Compliance programs.

Accomplishment 3: Develop and maintain liaison with appropriate internal and external enforcement and review groups.

2. Analyze, develop and maintain information systems to support all Compliance Program divisions.

Accomplishment 1: Develop and operate automated and manual systems to store, retrieve, and summarize information in support of Compliance Program functions. The number of new systems to be developed depends on available budget resources. Much of the developmental work will be in the early development or feasibility stage, but work will also be focused on improving existing systems.

Accomplishment 2: Analyze program operations, accomplishments, and productivity. Develop approximately five reporting systems and issue recurring and special reports and summaries to identify patterns and trends in Compliance Program work.

Accomplishment 3: Maintain Compliance Program central files, tracking systems, microfilm systems, and automated systems.

Accomplishment 4: Coordinate Freedom of Information and Privacy Act matters concerning Compliance Program records. Respond to approximately 85 requests with a normal turnaround time of less than 1 week.

3. Develop management and procedural improvements.

Accomplishment 1: Coordinate feasibility analysis of proposed improvements in current ADP system.

Accomplishment 2: Provide support for projects listed under Objective 3 for Meat and Poultry Standards and Labeling Division (MPSLD).

TABLE 10 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PLANNING AND ANALYSIS DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Compliance Planning			
Accomplishment 1 - Program Planning	Ongoing	3.0	104
Accomplishment 2 - Audit Coordination	IV	1.0	33
Accomplishment 3 - Liaison	Ongoing	1.0	30
Objective 2 - Information Systems			
Accomplishment 1 - Systems Development	IV	3.0	96
Accomplishment 2 - Analysis & Reporting	IV	1.5	45
Accomplishment 3 - Systems Maintenance	Ongoing	2.0	66
Accomplishment 4 - Coordinate FOIA/PA Output	IV	1.5	45
Objective 3 - Management and Procedural Improvements			
Accomplishment 1 - ADP Feasibility Analysis	IV	.5	20
Accomplishment 2 - Support Streamlining in MPSLD	IV	3.5	111
TOTAL		17.0	550

FY 1981 PROGRAM ACTIVITY PLAN FOR  
THE REGULATIONS COORDINATION DIVISION

ACTIVITY LEADER: Paul Ragan

ACTIVITY ABSTRACT:

The function of the Regulations Coordination Division is to carry out the agency-wide, systematic review of existing regulations and to coordinate the review and approval of new regulations. In addition, the Division coordinates the printing and distribution of FSQS dockets and Meat and Poultry Inspection Program issuances.

ACTIVITY OBJECTIVES:

1. Develop and issue FSQS regulations and issuances concerning both mandatory and voluntary programs. When appropriate, participate actively in the drafting process.

Accomplishment 1: Schedule, develop, edit, and coordinate for final publication new and amended regulations and issuances, namely: 130 FSQS dockets and 300 issuances.

NOTE: FSQS dockets are Federal Register notices, proposals, and final rules. Issuances are bulletins, directives, and monthly publications.

Accomplishment 2: Maintain liaison with the Office of the General Counsel, all FSQS program divisions, and other Federal agencies for the publication of Federal Register documents.

2. Perform a systematic and continual review of all existing regulations which have been in effect at least 5 years.

Accomplishment 1: Participate as "Executive Secretary" on the Regulations Review Task Force (FSQS). Review 1,200 or 20 percent of the estimated 6,000 existing regulations.

Accomplishment 2: Review program issuances for adequacy and conformity with FSQS requirements prior to final publication.

Accomplishment 3: Review, republish, and delete as necessary all existing regulations and issuances for enforcability, clarity, current need, and compliance with FSQS policy and programs.

TABLE 11 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
REGULATIONS COORDINATION DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Regulations Development and Issuance			
Accomplishment 1 - Coordinate Development	IV	7	259
Accomplishment 2 - Agency Oversight Liaison	Ongoing	2	75
Objective 2 - Regulations Review			
Accomplishment 1 - Task Force Review Support	IV	1	37
Accomplishment 2 - Program Issuances Clearance	IV	1	37
Accomplishment 3 - Regulations Monitoring Effectiveness	Ongoing	<u>1</u>	<u>37</u>
TOTAL		12	445



**Section VI**  
**MEAT AND POULTRY INSPECTION**



FY 1981 PROGRAM AREA PLAN FOR THE  
MEAT AND POULTRY INSPECTION PROGRAM

PROGRAM LEADER: V. H. Berry

PROGRAM ABSTRACT:

The Meat and Poultry Inspection Program (MPI) carries out the requirements of the Federal Meat Inspection Act and Poultry Products Inspection Act to (1) inspect the slaughter of certain domestic livestock and poultry and the processing of meat and poultry products, and (2) assure that meat and poultry products distributed to consumers are safe, wholesome, of good quality, not adulterated, and honestly and informatively labeled.

The MPI Program is responsible for applying uniform standards for sanitation, inspection procedures, and product labeling at all establishments under Federal inspection. It is also responsible for assessing the effectiveness of State inspection programs to assure that States apply standards to meat and poultry under their jurisdiction that are at least equal to those under the Federal Meat Inspection Act and the Poultry Products Inspection Act. Further, the Program is responsible for reviewing foreign inspection systems and plants that export meat and poultry to the United States.

PROGRAM GOALS:

1. Implement the use of objective criteria in reviewing foreign inspection systems that export meat and poultry products to the United States (Project Leader: W. H. Irvin, Assistant Deputy Administrator, Field Operations.)
2. Implement an automated system to support organization and staffing analyses of the MPI regional workforce. (Project Leader: W. H. Irvin, Assistant Deputy Administrator, Field Operations.)
3. Support the introduction of Total Quality Control (TQC) in the processing industry by providing (1) QC training for MPI inspectors and supervisors; (2) progress reports on QC implementation to MPI employees; and (3) QC consultants to assist small processing firms in developing an acceptable QC program. (Project Leader: M. A. Nelson, Associate Deputy Administrator, MPI.)
4. Strengthen the MPI Equal Employment Opportunity (EEO) program by establishing and monitoring an EEO annual plan in each regional office.
5. Formulate Agency positions on the use of nitrites in cured meat products by (1) preparing a final regulation on dried cured bacon, (2) preparing a proposed regulation for immersion cured bacon, (3) assessing ways to reduce or eliminate the hazard of nitrosamines formation in meat and poultry products, and (4) expanding the data base on products for which there is potential for nitrosamine formation. (Project Leader: M. A. Nelson, Associate Deputy Administrator, MPI.)

TABLE 12 - MEAT AND POULTRY INSPECTION PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	8	2/	355	2/
Program Management Support Staff	18	2/	1,007	2/
Office of the Assistant Deputy Administrator, Field Operations:	14	2/	464	2/
Emergency Programs Staff	3	2/	100	2/
Export Coordination Staff	2	2/	140	2/
Federal/State Relations Staff	5	2/	436	2/
Foreign Programs Division	31	2/	1,589	2/
Regional Operations	9,333	97	259,474	96
Office of the Assistant Deputy Administrator, Technical Services:	8	2/	493	2/
Facilities, Equipment, Sanitation Division	24	2/	849	2/
Industrial Engineering and Data Management Division	46	2/	1,489	2/
Processed Products Inspection Division	25	2/	1,021	2/
Program Training Division	40	2/	2,152	2/
Slaughter Inspection Standards and Procedures Division	15	2/	612	2/
Technology Assessment Division	4	2/	169	2/
Total Program Area	9,576	1/ 100	270,350	100

1/ Person-years includes full-time equivalents for currently filled and part-time positions, and position vacancies to be filled during FY 1981, plus 995 person-years of reimbursable overtime anticipated for Regional Operations during FY 1981.

2/ Less than one percent.

FY 1981 PROGRAM AREA PLAN FOR THE  
PROGRAM MANAGEMENT SUPPORT STAFF, MPI

ACTIVITY LEADER: L. G. Skufe

ACTIVITY ABSTRACT:

This Staff provides analytical and administrative services to the Deputy and his assistants in the (1) management of assigned people and dollar resources; (2) coordination, review, and development of program work plans; (3) coordination, review and development of operating procedures for MPI regional offices; (4) integration of the MPI management process of planning, budgeting and execution; (5) development of program administrative policies and procedures on a variety of subjects; (6) development of the MPI position on proposed Agency administrative policies and procedures; and (7) administration of the MPI Incentive Awards Program.

ACTIVITY OBJECTIVES:

1. Conduct an analysis program of MPI's financial condition and develop enhancements for monitoring and controlling the use of financial resources.

Maintenance Areas

Accomplishment 1: Coordinate the preparation and submission of the MPI annual budget request (i.e., Zero Based Budgeting).

Accomplishment 2: Allocate and monitor dollars assigned to MPI organizational units; summarize status of funds each accounting cycle and meet with program managers as necessary.

Accomplishment 3: Coordinate the preparation of policy statements and dockets and serve as the MPI focal point on reimbursable practices and procedures.

Accomplishment 4: Coordinate the preparation and clearance of cooperative and reimbursable agreements.

Special Emphasis Areas

Accomplishment 5: Develop a procedure whereby the financial status of State inspection programs is readily known and integrated with the regular MPI/FSQS status of funds process.

Accomplishment 6: Develop and issue a guideline on reimbursable services performed by inspection personnel.

Accomplishment 7: Implement a system to capture and summarize travel costs by the type of travel performed (e.g., supervisory, processing, patrol).

Accomplishment 8: Automate the Status of Funds process.

Accomplishment 9: Develop and issue a handbook for the review and analysis of State budget requests by regional office personnel.

2. Conduct a program management analysis program to assess the effectiveness and efficiency of MPI operations, and implement improvements when necessary.

#### Maintenance Areas

Accomplishment 1: Prepare evaluations and analyses of human resource utilization and staffing practices.

Accomplishment 2: Monitor the implementation of new inspection procedures.

Accomplishment 3: Coordinate and maintain the MPI annual work plan.

Accomplishment 4: Allocate and monitor personnel ceiling assigned to MPI organizational units.

#### Special Emphasis Areas

Accomplishment 5: Issue a policy statement defining critical positions and employee travel compensation entitlements under Title V of the Fair Labor Standards Act.

Accomplishment 6: Issue a policy statement on the designation of headquarter points for all MPI field assignments.

Accomplishment 7: Issue a policy statement on required documentation for "ordered travel."

Accomplishment 8: Implement reporting requirements to monitor the coverage of processing inspection assignments.

Accomplishment 9: Implement reporting requirements on elements of field supervisory workload (e.g., span of control, employee/supervisory ratio, days in travel status) to determine the adequacy and balance of the field structure.

Accomplishment 10: Participate in developing and implementing a quantitative risk assessment of meat and poultry inspection systems in foreign countries that export to the United States.

Accomplishment 11: Conduct a study of the usefulness of agricultural economic intelligence for short and long range forecasting of requests for MPI inspection service.

Accomplishment 12: Issue a policy statement regarding the MP-418-6, which is the form used when an employee volunteers to be reassigned to another location.



Accomplishment 13: Issue uniform instructions/procedures for documenting voluntary and involuntary assignments.

Accomplishment 14: Analyze the results of the time utilization study and issue a report summarizing the major findings.

Accomplishment 15: Coordinate a study to determine the need for word processing equipment at MPI headquarters.

Accomplishment 16: Issue a policy statement on utilization of regular and relief veterinary positions in plants requiring multiple veterinary positions.

3. Provide general management advisory assistance and services to MPI field and headquarters units.

#### Maintenance Areas

Accomplishment 1: Administer MPI's Incentive Awards Program.

Accomplishment 2: Provide day-to-day administrative services (i.e., personnel, procurement, budget, and finance) to MPI headquarters operations.

#### Special Emphasis Areas

Accomplishment 3: Develop and implement a surveillance and audit program to identify high overtime earners.

Accomplishment 4: Design and develop a system for field supervisors to monitor accomplishments on performance plans for Merit Pay employees.

Accomplishment 5: Conduct a study in MPI regional offices to assess the feasibility of automating high volume information and data retrieval processes and the preparation of written instructions and procedures.

Accomplishment 6: Make recommendations to MPI executive leadership on improvements to the employee suggestion program.

Accomplishment 7: Coordinate the development of new position descriptions for supervisors and managers at MPI headquarters.

Accomplishment 8: Coordinate the implementation of the Civil Service Reform Act requirement that all employees, GS-12 and below, have written performance standards.

Accomplishment 9: Develop and issue a schedule of annual and recurring events on significant budget and program planning matters to assist officials in meeting deadlines.

Accomplishment 10: Design and develop productivity indexes for major program activities.

Accomplishment 11: Develop a human resources allocation model for use in assigning personnel ceilings to organizational units.

TABLE 13 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROGRAM MANAGEMENT SUPPORT, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Conduct a Financial Analysis Program		5.5	315
Accomplishment 1 - Coordinate Budget Request	Ongoing		
Accomplishment 2 - Status of Funds	Ongoing		
Accomplishment 3 - Coordinate Policy and Dockets on Reimbursements	Ongoing		
Accomplishment 4 - Coordinate Reimbursable Agreements	Ongoing		
Accomplishment 5 - State Program Status	II		
Accomplishment 6 - Reimbursement Guidelines	II		
Accomplishment 7 - Travel Cost Analysis	II		
Accomplishment 8 - Status of Funds Automation	II		
Accomplishment 9 - State Budget Handbook	I		
Objective 2 - Conduct a Program/ Management Analysis Program		2.8	138
Accomplishment 1 - Analyze Human Resource Utilization	Ongoing		
Accomplishment 2 - Monitor Implementations	Ongoing		
Accomplishment 3 - Coordinate Annual Work Plan	IV		
Accomplishment 4 - Allocate Personnel Ceiling	Ongoing		
Accomplishment 5 - Critical Position Definition	I		
Accomplishment 6 - Headquarter Point Designation	I		
Accomplishment 7 - Ordered Travel Documentation	I		
Accomplishment 8 - Processing Coverage	II		
Accomplishment 9 - Field Supervisory Workload	III		

TABLE 13 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROGRAM MANAGEMENT SUPPORT STAFF, MPI - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Accomplishment 10 - Foreign Risk Profiles	IV		
Accomplishment 11 - Feasibility of Economics Intelligence	IV		
Accomplishment 12 - MP-418-6	IV		
Accomplishment 13 - Documenting Voluntary/Involuntary Assignments	IV		
Accomplishment 14 - Analysis of Time Utilization	IV		
Accomplishment 15 - Word Processing Study	I		
Accomplishment 16 - Multiple Veterinary Positions	IV		
Objective 3 - Provide General Management Advisory Assistance and Services		9.7	554
Accomplishment 1 - Incentive Awards Program	Ongoing		
Accomplishment 2 - Administrative Services	Ongoing		
Accomplishment 3 - Surveillance of High Overtime Earners	III		
Accomplishment 4 - Performance Plan Monitoring	III		
Accomplishment 5 - Feasibility of Regional Data Processing	IV		
Accomplishment 6 - Improvements to Employee Suggestion Program	I		
Accomplishment 7 - New Position Descriptions (HQ)	I		
Accomplishment 8 - Written Performance Standards	IV		
Accomplishment 9 - Scheduled Deadlines	II		
Accomplishment 10 - Productivity Measurement	IV		
Accomplishment 11 - Resource Modeling	IV		
TOTAL		18.0	1,007

FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR  
FOR FIELD OPERATIONS (FO), MPI

ACTIVITY LEADER: W. H. Irvin

ACTIVITY ABSTRACT:

Field Operations (FO) is responsible for the conduct of ante-mortem and post-mortem inspection of meat and poultry and their processed products intended for human consumption. In addition, Field Operations monitors product labels for accuracy, facilities and individuals for compliance with legal orders, and State inspection programs for standards equal to those of Federal inspection. Meat and poultry products imported from foreign countries are inspected, as well as meat and poultry products that will be exported. These activities are carried out by a network of five regional offices, subordinate areas, and inspection circuits. The Assistant Deputy Administrator for Field Operations coordinates management of the MPI program activities for the Federal-State Relations Division, Export Coordination Staff, Emergency Program Staff, Foreign Programs Division, and Regional Operations.

ACTIVITY OBJECTIVES:

1. Move forward with the implementation of the field realignment.

Accomplishment 1: Establish circuits in conformance with the Guideline for Field Realignment.

Accomplishment 2: Establish areas in conformance with the Guideline for Field Realignment.

Accomplishment 3: Complete all staffing changes up through circuit level.

Accomplishment 4: Complete one-half of the required area office changes.

2. Improve uniformity of interpretation and application of boneless meat reinspection procedures.

Accomplishment 1: Schedule correlation meetings with area supervisors at regional levels. (Five meetings; 35 Area Supervisors, 15 regional staff members.)

Accomplishment 2: Encourage renewed supervisory awareness and participation in boneless meat reinspection procedures to assist field personnel. (Monitor correlation meetings held below regional level.)

Accomplishment 3: Review and re-evaluate present boneless meat reinspection procedures for needed revision. This will be done through review of records and on-site visits.

3. Continue implementation of nitrosamine monitoring programs for pumped bacon and other cured products to detect and reduce possible formation of nitrosamines.

Accomplishment 1: Maintain a current list of processors to assure accurate sampling populations for pumped bacon and other cured products.

Accomplishment 2: Provide information on possible nitrosamine formation to processors and field inspection personnel.

Accomplishment 3: Include dry cured and immersion cured bacon under the monitoring program.

Accomplishment 4: Update information on pumped bacon sampling results for release to news media and other interested parties.

4. Delegate certain label approval authority to the MPI field staff.

Accomplishment 1: Field test the feasibility of alternative proposals for field-based label approvals.

Accomplishment 2: Analyze field test results, compare the effectiveness of the alternatives, and recommend changes to existing label approval system.

5. Develop objective criteria for evaluating the effectiveness of the domestic meat and poultry inspection program.

Accomplishment 1: Develop a system of indicators which will show the status and quality of the program in any given circuit, area or region. These indicators will incorporate information from sources such as program and personnel status reports, meat and poultry sampling programs, and on-site audits by FO Staff specialists.

6. Maintain and coordinate a nationwide program for the inspection of meat and poultry products by providing administrative and technical direction/support to five regional offices.



TABLE 14 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR, FO, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Implement Field Realignment		1.5	50
Accomplishment 1 - Establish Circuits	IV		
Accomplishment 2 - Establish Areas	IV		
Accomplishment 3 - Circuit Staffing Changes	IV		
Accomplishment 4 - One-Half of Area Office Changes	IV		
Objective 2 - Uniformity of Boneless Meat Reinspection Procedures		.8	25
Accomplishment 1 - Schedule Correlation Meetings	IV		
Accomplishment 2 - Encourage Supervisory Awareness	IV		
Accomplishment 3 - Review and Re-evaluate	IV		
Objective 3 - Implement Nitrosamine Monitoring Programs		.8	25
Accomplishment 1 - Maintain List of Processors	Ongoing		
Accomplishment 2 - Provide Information on Nitrosamines	Ongoing		
Accomplishment 3 - Include Dry Cured and Immersion Cured Bacon	Ongoing		
Accomplishment 4 - Update Information on Pumped Bacon	Ongoing		
Objective 4 - Delegate Label Approval Authority		.7	25
Accomplishment 1 - Test Field-Based Label Approvals	III		
Accomplishment 2 - Analyze Field Test Results	IV		

TABLE 14 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR, FO, MPI - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - Develop Criteria for Evaluating MPI Domestic Program Accomplishment 1 - Develop System of Indicators	IV	.5	14
Objective 6 - Coordinate Nationwide Program	Ongoing	<u>9.7</u>	<u>325</u>
TOTAL		14.0	464

FY 1981 PROGRAM ACTIVITY PLAN FOR  
EMERGENCY PROGRAM STAFF, FO, MPI

ACTIVITY LEADER: G. Clark, Acting

ACTIVITY ABSTRACT:

This staff coordinates the FSQS response to emergency situations affecting the acceptability of meat and poultry products for human consumption. Emphasis is directed to situations where meat and poultry products are contaminated with drug or chemical residues, other adulterants or microbial contamination that would require the recall of affected products. The Emergency Program Staff is a focal point for reporting all contamination problems identified by MPI field personnel (domestic and import), other FSQS programs, other Federal and State Government agencies and industry. This staff also directs and coordinates FSQS Contamination Response System (CRS) teams, which provide expertise in resolving emergency contamination problems, and provides guidance to MPI field personnel in determining the critical nature of contamination situations.

ACTIVITY OBJECTIVES:

1. Coordinate the activities of the CRS team as it responds to residue violations in meat and poultry.

Accomplishment 1: Initiate and coordinate CRS action on every residue violation which meets the established criteria.

Accomplishment 2: Establish formal contact with similar programs in other Federal and State agencies (e.g., Environmental Protection Agency, Food and Drug Administration) for rapid notification of accidents, emergencies or problems that could result in contamination of meat and poultry.

2. Establish the Emergency Program Staff as part of Field Operations, MPI.

Accomplishment 1: Determine the type of skills, size of staff, and equipment needed to accomplish emergency program objectives.

Accomplishment 2: Field test components of the CRS to assure that it responds as desired.

Accomplishment 3: Distribute a CRS directive alerting all MPI field personnel to their responsibilities during a contamination situation.

Accomplishment 4: Maintain awareness of CRS among FSQS and State personnel through presentations at regional and area meetings discussing the purpose and functions of CRS.

3. Refine the operations of CRS so that its response to a contamination situation is effective and efficient.

Accomplishment 1: Establish criteria for determining the status of a contamination situation (i.e., warning, alert or action) involving contaminants in meat and poultry products.

Accomplishment 2: Develop criteria and procedures for closing out inactive contamination cases on a monthly basis.

Accomplishment 3: Develop a system to document costs associated with a contamination situation (e.g., amount of product affected or destroyed, costs incurred by FSQS, costs incurred by industry).

Accomplishment 4: Develop uniform procedures for scheduling, submitting and tracking laboratory samples related to CRS cases.

Accomplishment 5: Establish standard procedures for documentation of every CRS case.

TABLE 15 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EMERGENCY PROGRAM STAFF, FO, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Coordinate Contamination Response System (CRS)	Ongoing	1.4	46.5
Accomplishment 1 - Initiate and Coordinate			
Accomplishment 2 - Liaison With Other Agencies			
Objective 2 - Provide Initial Program Development		.8	26.5
Accomplishment 1 - Staff Recruitment	I		
Accomplishment 2 - Field Test CRS	IV		
Accomplishment 3 - CRS Directive	I		
Accomplishment 4 - CRS Awareness	Ongoing		
Objective 3 - Improve CRS Operations		.8	27.0
Accomplishment 1 - Case Closeout	I		
Accomplishment 2 - Contamination Cost Accounting	II		
Accomplishment 3 - Uniform Case Procedures	II		
Accomplishment 4 - Uniform Case Documentation	I		
Accomplishment 5 - Non-Residue Contamination Criteria	II		
TOTAL		3.0	100.0

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
EXPORT COORDINATION STAFF, FO, MPI

ACTIVITY LEADER: W. Leary, Acting

ACTIVITY ABSTRACT:

The staff is responsible for providing assistance to the U.S. meat and poultry industry in meeting the exporting requirements of foreign markets. The staff identifies and analyzes foreign inspection requirements in terms of comparability with U.S. standards and procedures. Foreign requirements are disseminated to potential exporting firms; interpretation of foreign standards is provided to individual establishments and industry organizations as a means of facilitating the export of U.S. products.

ACTIVITY OBJECTIVES:

1. Enter into discussions with foreign officials to reduce restrictions on the import of U.S. meat and poultry product to those countries and encourage foreign officials to accept U.S. inspection procedures.

Accomplishment 1: Develop a statement of equivalency between inspection requirements of the European Economic Community and the United States.

Accomplishment 2: Meet with foreign government officials to discuss the interpretation of inspection requirements.

Accomplishment 3: Develop, update, and disseminate current information on the requirements of foreign countries governing the importation of U.S. meat and poultry products.

2. Coordinate the export certification process in MPI Regional Offices to assure the uniform application of foreign requirements.

Accomplishment 1: Maintain current lists of U.S. establishments certified to export to foreign countries.

Accomplishment 2: Consult with meat and poultry industry organizations to explain export certification requirements and resolve conflicts in interpretation.

Accomplishment 3: Meet with plant management officials and MPI field personnel to assist compliance with foreign export requirements.

3. Maintain liaison with U.S. Government agencies (e.g. Animal and Plant Health Inspection Service, Foreign Agriculture Service, State Department) to maintain current information on export opportunities for U.S. meat and poultry products.



Accomplishment 1: Correlate information about export opportunities and foreign country requirements with U.S. inspection procedures and U.S. plant capabilities.

TABLE 16 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EXPORT COORDINATION STAFF, FO, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Liaison with Foreign Officials	Ongoing	.5	35
Accomplishment 1 - U.S. Equivalency with EEC			
Accomplishment 2 - Obtain Foreign Export Requirements			
Accomplishment 3 - Disseminate Export Requirements			
Objective 2 - Coordinate Export Certification	Ongoing	1.0	70
Accomplishment 1 - Certified U.S. Establishments			
Accomplishment 2 - U.S. Industry Organizations			
Accomplishment 3 - Liaison with U.S. Plant Management			
Objective 3 - Liaison with U.S. Agencies			
Accomplishment 1 - Export Opportunities	Ongoing	.5	35
TOTAL		2.0	140

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
FEDERAL-STATE RELATIONS DIVISION, FO, MPI

ACTIVITY LEADER: James K. Payne

ACTIVITY ABSTRACT:

This unit provides leadership and technical assistance to MPI-FO Regional Directors and State officials in States conducting inspection programs for meat and poultry products that will be sold only within the State. Such State intrastate inspection programs must be "at least equal" to the Federal system. To determine the continuing adequacy of State programs in maintaining at least equal programs, State laws and regulations, appropriations, staffing and enforcement, and plants are reviewed on a continual basis. The unit coordinates policy interpretation for custom-exempt operations, caterers, retailers and similar operations; plans, directs and coordinates FO health and safety programs; and participates in developing training courses in health and safety for supervisors and managers within the program.

ACTIVITY OBJECTIVES:

1. Coordinate the reviews and analyses of State inspection programs to assure that State governments meet the "at least equal to" provisions of the meat and poultry inspection laws.

Accomplishment 1: Coordinate with Compliance Program to revise MPI Directive 910.1 to include inplant compliance reviews of State plants in the State program monitoring process.

Accomplishment 2: Implement guidelines to achieve cost reduction/avoidance in State meat and poultry inspection programs while maintaining the desired level of consumer protection.

Accomplishment 3: Coordinate implementation of the requirements of the Humane Methods of Slaughter Act in State programs.

2. Inform MPI-FO management about applicable sections of the Department's health and safety program, including statistics on injuries and accidents within Field Operations.

Accomplishment 1: Revise MPI Directive 453.1 and 453.2, which outline MPI-FO policy on accident prevention.

Accomplishment 2: Review approximately 1,400 reports of MPI-FO employee health programs, first aid treatment, inplant and motor vehicle accidents; distribute a national MPI-FO health/safety report to MPI management and Regional Offices.

Accomplishment 3: Coordinate and participate in a training program to inform all MPI-FO employees of on-the-job accident prevention procedures and safe working practices.

Accomplishment 4: Review the feasibility of an award system for outstanding achievement by supervisors and employees in working safely.

3. Assure that MPI-F0 field staff and State program directors are given the opportunity to comment on proposed changes in Federal rules, regulations, and procedures issued in the form of MPI bulletins, directives, and inspection and training procedures.

Accomplishment 1: Distribute, receive, review and coordinate comments for consideration when final decisions are made (160-175 per year).

4. Coordinate information pertaining to federally inspected plants that are eligible to bid on the USDA meat purchase program.

Accomplishment 1: Maintain updated information on federally inspected plants that are subject to the contract provisions outlined in the Warranties and Representations.

5. Coordinate activities with Compliance Program involving deficiencies in establishments identified by inplant compliance reviews.

Accomplishment 1: Maintain data and statistics on problem plants and chronic problem plants; provide analysis and assessment pertinent to resolution of problems.

TABLE 17 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FEDERAL-STATE RELATIONS DIVISION, FO, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Maintain State Review System		2.0	175
Accomplishment 1 - MPI Directive 910.1	III		
Accomplishment 2 - Implement Guidelines	Ongoing		
Accomplishment 3 - Coordinate Imple- mentation of Humane Methods of Slaughter Act	III		
Objective 2 - Develop Health/Safety Program		1.5	123
Accomplishment 1 - Revise Directives	III		
Accomplishment 2 - National Report	Ongoing		
Accomplishment 3 - Training Program	Ongoing		
Accomplishment 4 - Award Program - MPI Employees	IV		
Objective 3 - Maintain System for Input Regarding Federal Rule and Procedure Changes			
Accomplishment 1 - Coordinate Inputs	Ongoing	1.0	82
Objective 4 - Coordinate Information on Bidding			
Accomplishment 1 - Maintain Updated Information	Ongoing	.3	28
Objective 5 - Coordinate Activities With Compliance Program			
Accomplishment 1 - Maintain Data on Problem and Chronic Problem Plants	Ongoing	.2	28
TOTAL		5.0	436

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
FOREIGN PROGRAMS DIVISION, FO, MPI

ACTIVITY LEADER: H. M. Steinmetz

ACTIVITY ABSTRACT:

This Division contributes to the overall program objectives of assuring that imported meat and poultry products are wholesome, properly labeled and otherwise meet U.S. requirements. This is accomplished by conducting reviews of foreign meat and poultry inspection systems, and by correlating the U.S. import inspection program so that inspection requirements are applied uniformly at all ports of entry to the United States.

ACTIVITY OBJECTIVES:

1. Assure that the laws, regulations, inspection procedures, staffing, and certified plants of foreign meat and poultry inspection systems in 48 countries currently eligible to export meat and/or poultry products to the U.S. are at least applied in the United States.

Accomplishment 1: Conduct approximately 3,000 inspections of the 1,154 certified plants currently authorized to export to the United States.

Accomplishment 2: Evaluate foreign meat and poultry inspection laws and regulations.

Accomplishment 3: Prepare the annual report to Congress on Foreign Meat Inspection.

2. Review the inspection of imported meat and poultry to assure compliance with U.S. requirements.

Accomplishment 1: Correlate the inspection of approximately 2.3 billion pounds of imported meat and poultry products with inspection requirements as applied to domestic products.

3. Complete development and implementation of more objective criteria for reviews of foreign meat and poultry inspection systems.

Accomplishment 1: Increase the product compliance responsibility of countries exporting meat and poultry to the United States by establishing onsite plant reviews, with the frequency of review based on historical risk profiles of the foreign country's inspection system.

Accomplishment 2: Implement the revised review frequencies.

Accomplishment 3: Develop a system to assess the public health significance of chemical residues in imported meat and poultry, as monitored by the import inspection system.

TABLE 18 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FOREIGN PROGRAMS DIVISION, FO, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Review Certified Foreign Meat/Poultry Systems			
Accomplishment 1 - Review Plants	Ongoing	25.0	1,281
Accomplishment 2 - Evaluate Laws and Regulations	Ongoing	1.0	51
Accomplishment 3 - Prepare Yearly Report	II	.5	20
Objective 2 - Correlate Import Inspection at U.S. Ports of Entry			
Accomplishment 1 - Review Import Inspection	Ongoing	1.0	51
Objective 3 - Implement Changes to Review Of Foreign Systems	Ongoing	3.5	186
Accomplishment 1 - Risk Profile			
Accomplishment 2 - Review Procedures			
Accomplishment 3 - Chemical Residues			
TOTAL		31.0	1,589



FY 1981 PROGRAM ACTIVITY PLAN FOR  
REGIONAL OPERATIONS, FO, MPI

ACTIVITY LEADER: R. J. Prucha

ACTIVITY ABSTRACT:

Inspection activities of the MPI program are administered through five regional offices (Alameda, CA; Dallas, TX; Des Moines, IA; Atlanta, GA; and Philadelphia, PA). Each Regional Director plans, provides leadership and coordinates Field Operations programs and activities within the region for the inspection of meat and poultry products. This program includes (a) ante-mortem and post-mortem inspection; (b) processed products inspection, including quality control inspection; (c) control of inedible and condemned products; (d) security requirements to maintain integrity of products; (e) moisture control; (f) humane slaughter; (g) application of criteria and findings of scientific and technical staffs relating to plant approval, facilities, equipment, sanitation, labeling, marking, packaging, pathology, microbiology, toxicology, chemistry, residues, water, blueprints, etc.; (h) cooperative activities with States to develop and maintain State inspection programs "equal to" the Federal program; and (i) annual surveys of State inspection programs. The Regional Director grants, refuses, suspends, or withdraws inspection service to meat and poultry establishments, provides voluntary inspection and certification services for edible products not subject to the Federal meat inspection laws, and certifies meat and poultry products for use as animal food.

ACTIVITY OBJECTIVES:

1. Maintains a mandatory, nationwide program for the inspection of meat and poultry products intended for human consumption.

Maintenance Areas:

Accomplishment 1: Provide inspection service to meat and poultry slaughtering and processing plants.

Accomplishment 2: Issue grants of inspection withdrawals or temporary suspensions from inspection, changes in plant status, ownership, or other significant modifications to the basic grant.

Accomplishment 3: Participate in meetings with industry, consumer groups, and educational institutions to discuss program policy and requirements.

Accomplishment 4: Participate in the cooperative efforts of the Interagency Regulatory Liaison Group (IRLG) and respond by providing information and resources required on MPI activities. Implement IRLG Referral Inspection Program in coordination with other participating agencies as directed by headquarters.

### Special Emphasis Areas:

Accomplishment 5: Emphasize identification of problems and corrective action in plants requiring additional inspection effort.

Accomplishment 6: Participate with industry representatives and FSQS personnel in testing new or revised inspection procedures such as those for poultry, swine and cattle. Evaluate results and provide recommendations to headquarters staff for refinements.

Accomplishment 7: Provide and give increased emphasis, direction and supervision to regional plant improvement programs, the regional implementation guidelines, and the day-to-day performance of the improvement programs in individual plants.

## 2. Supervision of the inplant inspection system.

### Maintenance Areas:

Accomplishment 1: Regional Office staff will conduct at least quarterly work unit meetings with area supervisors.

Accomplishment 2: Area supervisors will conduct at least quarterly work unit meetings with circuit supervisors.

Accomplishment 3: Circuit supervisors will conduct semi-annual work unit meetings with inspectors-in-charge.

Accomplishment 4: The Regional Director or Deputy Regional Director will attend at least one work unit meeting with circuit supervisors in each area per year. Other regional staff officials will attend at least two work unit meetings with circuit supervisors in each area per year.

Accomplishment 5: Regional staff specialists (slaughter and processing) will conduct annual disposition correlation meetings with area and circuit supervisory personnel.

Accomplishment 6: Regional staff officers (slaughter, processing, QC, moisture control) will conduct inplant reviews to assess the effectiveness and uniformity of application of the following area programs in at least five percent of each area's federally inspected plants per year:

- a. Ante-mortem and post-mortem inspection and disposition.
- b. Processing inspection.
- c. Inspection of partial and Total Quality Control programs.

d. Moisture control programs for poultry.

e. Programs using acceptable quality level inspection (e.g., beef carcass, boneless meat, Ready-to-Cook poultry quality control program).

Accomplishment 7: Manage the residue sampling program consisting of sample collection, shipment to testing laboratories and followup actions as directed by headquarters.

Accomplishment 8: Maintain and monitor (as directed by headquarters) an onsite, inspector-administered swab test to detect antibiotic chemical residues in dairy cattle.

Accomplishment 9: As directed by headquarters, participate with Processed Products Inspection Division in the evaluation and approval of all total and partial quality control programs.

Accomplishment 10: Circuit supervisors will visit each Inplant Performance System 11 times per year to review conformance with established procedures and policies, determine the cause of any performance deficiencies and formulate corrective actions with the inspector in charge.

Accomplishment 11: Each circuit supervisor will conduct an annual comprehensive review of each plant. At least 20 percent of these reviews should be completed each quarter.

#### Special Emphasis Areas:

Accomplishment 12: Regional Processing Staff Officers and Quality Control Specialists will provide advice, counsel and assistance to plants initiating a Total Quality Control (TQC) program. These plants will be visited at least semi-annually to monitor the effectiveness and application of their approved Quality Control plan.

Accomplishment 13: Regional staff officers will document MPI resources devoted to residue monitoring and disposal of violative cases. This is for the purpose of assessing the regional workload attributed to all aspects of the residue programs.

Accomplishment 14: Re-emphasize and provide refresher training in "Supervising the Performance System" (SPS) for headquarters, region, area, circuit and supervisory IIC personnel. SPS is a management technique for maintaining supervisory skill.

3. Provide technical advice and financial assistance to State inspection programs; monitor State programs to assure consistency with Federal standards and the effective utilization of resources.

#### Maintenance Areas:

Accomplishment 1: Monitor the "equal to" status of State programs in accordance with the provisions of MPI Directive 910.1.

Accomplishment 2: Regional directors or deputy directors will meet with the State officials of each State at least annually.

Accomplishment 3: On a quarterly basis, area supervisors will meet with State program officials to assess program effectiveness.

Accomplishment 4: Regional directors and area supervisors will review and recommend approval (disapproval) of State budgets and assess the progress towards implementing recommendations for cost avoidance/reduction.

#### Special Emphasis Areas:

Accomplishment 5: Assist in the passage and implementation of the new Humane Methods of Slaughter regulations in all State programs in which the regulations are not already implemented.

4. Coordinate the management of assigned resources (i.e., people, dollars, materials).

#### Maintenance Areas:

Accomplishment 1: Provide resources for inspection service to all plants operating under Federal inspection by maximizing staffing within the dual constraints of personnel ceiling and fiscal limitations.

Accomplishment 2: Evaluate on a monthly basis the need for staffing changes as a result of industry and program changes.

Accomplishment 3: Maintain a vacancy rate of inplant processing inspectors of less than 10 percent in each region.

Accomplishment 4: Evaluate on a monthly basis the use of assigned funds to support the accomplishment of program inspection priorities.

Accomplishment 5: Provide necessary forms and supplies to all headquarters plants and process administrative paperwork including billings and collections, personnel change documents, and updates of the FSQS Management Communication System.

### Special Emphasis Areas:

Accomplishment 6: Implement the realignment of the field organizational structure. Evaluate previous realignment work to establish final area and circuit structure in each region. Recommend and/or select and assign personnel to new supervisory positions.

5. Provide leadership and direction to several personnel and general management programs.

### Maintenance Areas:

Accomplishment 1: Conduct and maintain an effective regional Equal Employment Opportunity program; prepare a formal action plan for FY 1981 identifying local problems (e.g., hiring, promotion and assignments) and proposed solutions to those problems. Schedule regional EEO committee meetings at least three times annually.

Accomplishment 2: Conduct and maintain an effective regional labor management program in accordance with Agency guidelines and Executive Orders.

a. Meet with the appropriate regional council presidents on a quarterly basis.

b. Attend union, professional, and supervisory meetings as invited.

Accomplishment 3: Conduct and maintain an effective regional safety and health program in accordance with Field Operations guidelines, Executive Orders, and the Occupational Safety and Health Act of 1970, in order to accomplish the following:

a. Provide training in safety to 250 supervisors.

b. Establish Safety and Health Committees in accordance with the needs of the region and any applicable collective bargaining agreement.

c. Supervisors conduct annual safety reviews of worksites.

d. Each Regional Office maintains records of accidents at plants within that Region.

e. Improve the orientation process to assure that all new employees receive adequate training in safety.

f. Provide employees with designated personal protective equipment and require them to use the items issued. Conduct noise level readings at least every 3 years.

g. Make accident and hazard reporting forms available to all employees, and begin training supervisors in the proper completion of the forms.

- h. Make available to all employees first aid equipment, supplies, training, and information on the location of medical assistance.
- i. Make available courses in defensive driving to 25 percent of employees who drive on official business.

Special Emphasis Areas:

Accomplishment 4: Assist in the preparation, coordination and training necessary to implement performance standards for regional supervisors and employees.

Accomplishment 5: Negotiate a regional agreement within 90 days after final approval of the field realignment plan.

Accomplishment 6: Provide training sessions for supervisors within 90 days following approval of the Regional Agreement.



TABLE 19 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
REGIONAL OPERATIONS, FO, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Conduct a Regional Inspection Program	Ongoing	8,679	241,310
Accomplishment 1 - Provide Inspection Service			
Accomplishment 2 - Grant and Suspend Service			
Accomplishment 3 - Present Program Policy			
Accomplishment 4 - IRLG Support			
Accomplishment 5 - Additional Inspection			
Accomplishment 6 - Test New Procedures			
Accomplishment 7 - Plant Improvement Programs			
Objective 2 - Maintain Supervision of the Inplant Inspection System	Ongoing	329	9,083
Accomplishment 1 - Work Unit Meetings - Area			
Accomplishment 2 - Work Unit Meetings - Circuit			
Accomplishment 3 - Work Unit Meetings - IIC			
Accomplishment 4 - Regional Director Meetings with Circuit Supervisors			
Accomplishment 5 - Correlation Meetings			
Accomplishment 6 - Uniformity of Procedures			
Accomplishment 7 - Residue Program			
Accomplishment 8 - S.T.O.P Program			
Accomplishment 9 - QC Program Approvals			
Accomplishment 10 - Review of Inplant Performance Systems			
Accomplishment 11 - Annual Comprehensive Reviews			
Accomplishment 12 - Monitor QC Programs			
Accomplishment 13 - Contamination Cost Accounting			
Accomplishment 14 - SPS Training			

TABLE 19 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
REGIONAL OPERATIONS, FO, MPI - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Provide Assistance to State Programs	Ongoing	46	1,297
Accomplishment 1 - Monitor "Equal to" Status			
Accomplishment 2 - Meet with State Officials			
Accomplishment 3 - Area Supervisors Meet With State Directors			
Accomplishment 4 - NASDA/USDA Implementation			
Accomplishment 5 - Humane Slaughter			
Objective 4 - Manage Assigned Resources	Ongoing	93	2,595
Accomplishment 1 - Maximize Staffing Within Constraints			
Accomplishment 2 - Plan Staffing Changes			
Accomplishment 3 - Inplant Vacancy Rate			
Accomplishment 4 - Fund Utilization			
Accomplishment 5 - Administrative Paperwork Processing			
Accomplishment 6 - Implement Field Realignment			
Objective 5 - Maintain Personnel and General Management Programs	Ongoing	186	5,189
Accomplishment 1 - EEO Program			
Accomplishment 2 - Regional Labor/ Management Program			
Accomplishment 3 - Safety and Health Program			
Accomplishment 4 - Performance Standard			
Accomplishment 5 - Negotiate Field Realignment Agreement			
Accomplishment 6 - Field Realignment Training			
TOTAL		9,333	259,474

FY 1981 PROGRAM ACTIVITY PLAN FOR THE OFFICE OF ASSISTANT  
DEPUTY ADMINISTRATOR FOR TECHNICAL SERVICES (TS), MPI

ACTIVITY LEADER: A. V. Gieseemann

ACTIVITY ABSTRACT:

Technical Services (TS) is responsible for a broad range of functions in support of meat and poultry inspection. These functions include: (1) developing procedures for inspecting livestock, poultry, and their processed products; (2) coordinating the development of facility, equipment, and sanitation requirements, (3) assessing the food safety and public health implications of emerging agricultural practices and technology; and (4) developing inspection work standards; (5) providing data/information to MPI management and other users; and conducting technical training for inspection personnel. The Assistant Deputy Administrator for Technical Services manages MPI program activities for the Facilities, Equipment and Sanitation Division; Industrial Engineering and Data Management Division; Processed Products Inspection Division; Program Training Division; Slaughter Inspection Standards and Procedures Division; and Technology Assessment Division.

ACTIVITY OBJECTIVES:

1. Develop and apply work measurement standards for the inspection of processed products in a total quality control environment.

Accomplishment 1: Develop work measurement methodology for work activities of quality control inspectors.

Accomplishment 2: Develop work measurement standards and staffing criteria for plants operating under a total quality control program.

2. Monitor the contract for a feasibility study of flock testing as a potential improvement to poultry slaughter inspection procedures.

Accomplishment 1: Provide FSQS technical review and support, as needed, to Tuskegee Institute for the duration of the contract.

3. Complete the study of hands-off (sequenced) inspection of young chickens as a potential improvement to slaughter inspection procedures.

Accomplishment 1: Conclude the field tests of a mechanical opener to improve internal carcass inspection at line speeds of 70 or more birds per minute.

4. Coordinate projects that cross division lines, and provide liaison with field operations to assure that technical services responds to MPI requests for development and field testing of procedures, equipment, and systems.

TABLE 20 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR FOR  
TECHNICAL SERVICES, (TS), MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Develop and Apply Work Measurement Standards for Quality Control Programs			
Accomplishment 1 - Develop Work Measurement Methodology	I	.3	11
Accomplishment 2 - Develop Staffing Criteria	II	.3	11
Objective 2 - Monitor Flock Testing Contract			
Accomplishment 1 - Provide Technical Review of Contract Performance	Ongoing FY 1982	1.0	236
Objective 3 - Complete Study of "Hands-off" Poultry Inspection			
Accomplishment 1 - Conclude Tests of Bird Opener	III	.4	15
Objective 4 - Coordinate Projects and Provide Liaison for Technical Services	Ongoing	<u>6.0</u>	<u>220</u>
TOTAL		8.0	493

FY 1981 PROGRAM ACTIVITY PLAN FOR  
FACILITIES, EQUIPMENT, AND SANITATION DIVISION  
TECHNICAL SERVICES, MPI

ACTIVITY LEADER: B. T. Woods

ACTIVITY ABSTRACT:

The Facilities, Equipment, and Sanitation Division is primarily responsible for (1) the review, approval, and/or disapproval of blueprints and specifications of meat and poultry facilities to determine if design, sanitation, and construction comply with current sanitary standards; (2) the review of prints of drawings and parts material lists pertaining to equipment and the acceptance, rejection or identification of modifications needed to render the equipment acceptable (based on this review and experimental installation in the plant environment); (3) the review of sanitation programs and conservation policies; and (4) the development of regulations, standards, and guidelines pertaining to facilities, equipment, and sanitation.

ACTIVITY OBJECTIVES:

1. Facilities and equipment review.

Accomplishment 1: Review an estimated 2,600 sets of prints and specifications.

Accomplishment 2: Review an estimated 1,600 prints and parts material lists for equipment.

2. Review and evaluate the sanitation control and/or effectiveness of new or revised microbiological control and monitoring programs and programs that monitor heat process areas of meat and poultry products.

Accomplishment 1: Review and evaluate 100 microbiological control programs.

3. Develop regulations, standards, and guidelines for facilities, equipment, and sanitation.

Accomplishment 1: Prepare and publish triennially an agricultural publication entitled "Accepted Meat and Poultry Equipment (MPI-2)." This publication lists equipment that has been accepted for use in federally inspected meat and poultry plants and also contains conditions of use established at the time of acceptance of the equipment.

Accomplishment 2: Prepare and publish a handbook to illustrate facility design and construction of different types of meat and poultry facilities.

4. Review proposals for saving energy and natural resources.

Accomplishment 1: Review and accept, reject or propose modifications to 50 proposals for reuse of water.

Accomplishment 2: Work with industry to develop six energy resource saving systems compatible with MPI requirements.

5. Complete regulatory activities that are in process.

Accomplishment 1: Prepare a draft of a final regulation acceptable to Regulations Coordination Division prohibiting new or replacement equipment and machinery containing polychlorinated biphenyls (PCBs) in federally inspected meat, poultry, and egg product plants.

Accomplishment 2: Prepare a draft of a final regulation acceptable to Regulations Coordination Division prohibiting PCB-containing equipment of machinery and liquid PCBs in federally inspected meat, poultry, and egg product plants.

Accomplishment 3: Publish an amendment to regulations regarding equipment evaluation program.

Accomplishment 4: Prepare a proposed regulation regarding electrical stimulation of carcasses for tenderization effects; clear and publish in the Federal Register.

Accomplishment 5: Prepare a proposed regulation regarding electrical stimulation of carcasses during hide pulling to prevent electric shock hazard to inspectors; clear and publish in the Federal Register.

Accomplishment 6: Publish changes to the MPI Inspection Manual regarding pesticides.

Accomplishment 7: Develop a list of chemical compounds to be used in lieu of 180° F. water as an energy saving alternative.



TABLE 21 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FACILITIES, EQUIPMENT, AND SANITATION DIVISION, TS, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Facility and Equipment Review			
Accomplishment 1 - Review an Estimated 2,600 Sets of Prints and Specifications	Ongoing	9.0	317
Accomplishment 2 - Review an Estimated 1,600 Prints and Part Material Lists for Equipment	Ongoing	9.0	317
Objective 2 - Microbiological Programs			
Accomplishment 1 - Review 100 Programs	Ongoing	1.3	46
Objective 3 - Develop Regulations, Standards, and Guidelines		1.0	38
Accomplishment 1 - Agricultural Publication MPI-2	Ongoing		
Accomplishment 2 - Handbook 191	IV		
Objective 4 - Resources Saving Proposals	Ongoing	1.9	67
Accomplishment 1 - Reuse of Water			
Accomplishment 2 - Energy Saving Systems			
Objective 5 - Regulatory Activities		1.8	64
Accomplishment 1 - PCB Regulation on New or Replacement Equipment	I		
Accomplishment 2 - PCB Regulation on Existing Equipment	II		
Accomplishment 3 - Equipment Evaluation Program	II		
Accomplishment 4 - Electrical Stimulation of Carcasses for Tenderization	III		
Accomplishment 5 - Electrical Stimulation for Down Hide Pulling	IV		
Accomplishment 6 - Manual Change on Pesticides	I		
Accomplishment 7 - Acceptable Chemical Disinfectants	Ongoing		
TOTAL		24.0	849

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, TS, MPI

ACTIVITY LEADER: C. S. Smithson

ACTIVITY ABSTRACT:

This staff participates with the Assistant Deputy Administrator for Technical Services in formulation of policies and practices relating to industrial engineering and data management activities within MPI. Functions of the Division include the following: (1) develop work measurement standards and inspection station design specifications incorporating the most favorable human engineering enhancements feasible; (2) establish productivity performance measures and workforce forecasting criteria to ensure effective allocation and justification of resources; (3) design and maintain manual and automated information systems in support of MPI management objectives; and (4) provide data and information to MPI and others on request and in the form of periodic publications.

ACTIVITY OBJECTIVES:

1. Develop and apply work measurement standards for MPI activities to determine appropriate staffing requirements.

Accomplishment 1: Publish in the Federal Register the present livestock slaughter post-mortem inspection rates.

Accomplishment 2: Develop the work measurement methodology and preliminary staffing criteria for inspection of processing products in plants operating under the Quality Control (QC) program.

Accomplishment 3: Provide industrial engineering support for interdisciplinary projects of the following type:

- a. Swine inspection procedures.
- b. Cattle inspection procedures.
- c. Turkey inspection procedures.
- d. Mature chicken inspection procedures.
- e. Hands-off (sequenced) inspection of young chickens.
- f. Combining of swine inspection stations.

Accomplishment 4: Develop and publish work measurement standards (staffing tables) for the following:

- a. Swine inspection
  - b. Cattle inspection
  - c. Turkey inspection
  - d. Roaster Chicken inspection (adaption of MTI)
  - e. Mature chicken inspection
  - f. Hands-off inspection of young chickens
  - g. Chemistry Laboratory.
  - h. Pathology Laboratory
2. Develop, implement, and maintain automated data processing systems in response to MPI management information requirements,
- Accomplishment 1: Design, develop, and implement a computerized system for the new animal disease reporting requirements.
- Accomplishment 2: Prepare computer programs converting existing automated export data (MP Forms 412 and 506) to the revised reporting format (MP Form 130).
- Accomplishment 3: Convert MPI automated data files from calendar year to fiscal year reporting cycle and produce 1980 fiscal year-end reports.
- Accomplishment 4: Expand Automated Assignment Reporting System (MP-Form 490) to support staffing realignment reviews and related workforce analysis requirements.
- Accomplishment 5: Provide ADP development and operation support for both planned and unforeseen projects where feasible. Planned projects include a survey of mechanically processed poultry, modification of the MPI accident reporting system, workload data reporting for work measurement standards, and data analysis for impact studies of proposed regulatory changes.
- Accomplishment 6: Process recurring source data inputs (more than 750,000 documents annually), update and maintain MPI automated data bases.
3. Analyze, coordinate and release MPI operations and management statistics; account for official identification numbers assigned to federally inspected establishments and monitor the MPI portion of the Agency management communication system.

Accomplishment 1: Complete the following recurring activities:

- a. Publish the annual MPI Statistical Summary.
- b. Prepare monthly summary reports on workforce status and characteristics of plants under Federal inspection.
- c. Summarize data on MPI operations and personnel for an annual report to Congress and triennial budget forecasts.
- d. Review and distribute recurring ADP products to designated recipients.

Accomplishment 2: Support ongoing data management requirements as follows:

- a. Respond to numerous special requests for data on MPI activities.
- b. Monitor and provide guidance on the MPI portion of the FSQS Management and Communications System (FMCS) including the MPI Directory.
- c. Maintain status and supporting documentation on identification numbers assigned, reserved or withdrawn for plants under inspection.
- d. Assist in the review, revision, and interpretation of MPI reporting instructions, procedures and forms.

TABLE 22 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, TS, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Work Measurement and Methods Analysis			
Accomplishment 1 - Publish Livestock Slaughter Inspection Rates	III	.5	16
Accomplishment 2 - QC Processing Inspection Staffing Criteria	I	1.0	32
Accomplishment 3 - IE Support on Project Teams	III	3.8	123
a. Swine Inspection Procedure	III		
b. Cattle Inspection Procedure	IV		
c. Turkey Inspection Procedure	IV		
d. Mature Poultry Inspection Procedure	IV		
e. Hands-off (Sequenced) Poultry Inspection	III		
f. Combining Swine Inspection Stations	IV		
Accomplishment 4 - Develop/Publish Work Measurement Standards			
a. Swine Inspection	IV	.5	16
b. Cattle Inspection	Ongoing	.5	16
c. Turkey Inspection	Ongoing	.5	16
d. Roaster Chicken Inspection (MTI)	Ongoing	.7	23
e. Mature Poultry Inspection	Ongoing	.5	16
f. Hands-off (sequenced) Poultry Inspection	Ongoing	.5	16
g. Chemistry Laboratory	II	.5	16
h. Pathology Laboratory	II	.5	16
Objective 2 - ADP Systems Development and Operations			
Accomplishment 1 - Animal Disease Reporting System	IV	2.5	75
Accomplishment 2 - Export Data Conversion	IV	1.0	32
Accomplishment 3 - Fiscal Year Reporting	I	1.0	32
Accomplishment 4 - Assignment Reporting System	IV	2.5	75
Accomplishment 5 - ADP Support Requests	On Request	3.5	108
Accomplishment 6 - Automated Source Data Processing	Ongoing	20.5	675

TABLE 22 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, TS, MPI - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Management Information			
Analysis and Presentation			
Accomplishment 1 - Recurring Reports and Statistics			
a. MPI Statistical Summary	II	.5	16
b. Status of Workforce and Plants	Monthly	.6	19
c. Report to Congress and Budget Forecasts	On Request	.8	19
d. ADP Reports Control/Distribution	As Scheduled	1.3	42
Accomplishment 2 - Data Management Support			
a. Special Reports	On Request	1.0	32
b. FMCS	Ongoing	.3	26
c. Plant Number Assignment	Ongoing	.5	16
d. Prepare/Maintain Reporting Procedure	Ongoing	<u>.5</u>	<u>16</u>
TOTAL		46.0	1,489

FY 1981 PROGRAM ACTIVITY PLAN FOR THE PROCESSED PRODUCTS  
INSPECTION AND STANDARDS DIVISION, TS, MPI

ACTIVITY LEADER: B. F. Dennis

ACTIVITY ABSTRACT:

The Processed Products Inspection Division (PPI) is primarily responsible for establishing industry operating requirements and inspection criteria and methods necessary to assure that processed meat and poultry products are safe, wholesome, unadulterated, and correctly labeled. This is achieved by (1) conducting studies of potential hazards; (2) determining the nature and kinds of defects that occur; (3) evaluating industry's quality control procedures and practices; (4) providing guidance to industry on good manufacturing practices; and (5) developing inspection procedures, sampling plans and techniques, and criteria for interpreting laboratory analyses.

ACTIVITY OBJECTIVES:

1. Implement total quality control (TQC) in all plants that request and obtain approval.

Accomplishment 1: Review and approve (or disapprove) each plant's written program proposal.

Accomplishment 2: Participate in developing plans of inspection and implement TQC in plants that request approval.

Accomplishment 3: Conduct evaluations of TQC in operating plants.

2. Develop a set of guidelines for TQC.

Accomplishment 1: Prepare appropriate guidelines for plants to use in preparing written TQC programs.

Accomplishment 2: Clear guidelines through proper officials, print and distribute.

3. Develop Good Manufacturing Practices and microbiological guidelines for fermented sausage products, including summer sausages, and issue as regulations.

Accomplishment 1: Prepare proposed regulation, clear and publish.

Accomplishment 2: Analyze and report the comments on the proposal.

Accomplishment 3: Prepare a draft of a final regulation suitable to forward to the Regulations Coordination Division.



4. Develop revised regulations concerning treatment of pork products for possible live trichinae.
  - Accomplishment 1: Prepare proposed regulation, clear and publish.
  - Accomplishment 2: Analyze and report the comments on the proposal.
  - Accomplishment 3: Prepare a draft of a final regulation suitable to forward to the Regulations Coordination Division.
5. Develop revised regulations for canned meat and poultry products.
  - Accomplishment 1: Prepare proposed regulation, clear and publish.
  - Accomplishment 2: Analyze and report comments on the proposal.
  - Accomplishment 3: Prepare a draft of the final regulation.
6. Develop proposed compliance monitoring procedures for cured products covered by the Protein Fat Free (PFF) proposed standard.
  - Accomplishment 1: Prepare the proposed compliance monitoring procedures, cumulative sum (CUSUM).
  - Accomplishment 2: Analyze and report on comments dealing with CUSUM.
  - Accomplishment 3: Draft final CUSUM procedures.
7. Prepare revised regulations for net weight determination.
  - Accomplishment 1: Analyze and report on comments.
  - Accomplishment 2: Publish final regulation.
8. Develop proposed regulations to establish guidelines for processing (deboning) warm (freshly slaughtered) poultry.
  - Accomplishment 1: Prepare the proposed regulation and obtain concurrence from MPI and FSQS management.
  - Accomplishment 2: Publish proposal, analyze and report on comments.
  - Accomplishment 3: Prepare a draft of a final regulation and obtain approval from Technical Services.

TABLE 23 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROCESSED PRODUCTS INSPECTION DIVISION, TS, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Implement TQC in Approved Plants		10	410
Accomplishment 1 - Approve Written Program	I-IV		
Accomplishment 2 - Implement TQC in Approved Plants	I-IV		
Accomplishment 3 - Evaluate TQC	IV		
Objective 2 - Develop TQC Quidelines		4	164
Accomplishment 1 - Prepare Guidelines	I		
Accomplishment 2 - Clear, Print & Distribute	III		
Objective 3 - Develop GMP for Fermented Sausage		1	40
Accomplishment 1 - Public Proposal	II		
Accomplishment 2 - Analyze Comments	III		
Accomplishment 3 - Prepare Final Regulation	IV		
Objective 4 - Revise Trichinae Regulations		2	82
Accomplishment 1 - Publish Proposal	I		
Accomplishment 2 - Analyze Comments	II		
Accomplishment 3 - Prepare Final Regulation	IV		
Objective 5 - Revise Canning Regulations		3	123
Accomplishment 1 - Publish Proposal	II		
Accomplishment 2 - Analyze Comments	III		
Accomplishment 3 - Prepare Final Regulation	IV		
Objective 6 - PFF Procedures		2	82
Accomplishment 1 - Publish Proposal	II		
Accomplishment 2 - Analyze Comments	II		
Accomplishment 3 - Prepare Final Regulation	IV		

TABLE 23 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROCESSED PRODUCTS INSPECTION DIVISION, TS, MPI - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 7 - Revise Net Weight Regulations		2	80
Accomplishment 1 - Analyze Comments	I		
Accomplishment 3 - Publish Final Regulation	II		
Objective 8 - Publish Warm Poultry Regulation		1	40
Accomplishment 1 - Publish Proposal	II		
Accomplishment 2 - Analyze Comments	III		
Accomplishment 3 - Prepare Final Regulation	IV		
TOTAL		25	1,021

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
PROGRAM TRAINING DIVISION, TS, MPI

ACTIVITY LEADER: M. A. Simmons

ACTIVITY ABTRACT:

The Program Training Division participates with the Deputy Administrator, Technical Services in the planning and formulation of all training policies, programs and activities of the Meat and Poultry Inspection Program. This is achieved through the design of human performance systems to assure effective and efficient implementation of procedures and policies. The Division reviews existing and proposed criteria and procedures for slaughter inspection, as well as facilities, equipment, and sanitation systems requiremmts, in order to determine how efficiently they utilize human resources. The Division participates in the administration, planning, development, and evaluation of programs for training of Federal, State and other personnel engaged in meat and poultry inspection. The Division participates in training foreign nationals to meet requirements of the meat and poultry inspection program, in consultation with the Foreign Review Staff, the Pan American Health Organization and other international organizations, as appropriate.

The Division cooperates with other FSQS personnel, State inspection officials, industry representatives, university officials and others in planning and conducting training programs. The Division maintains liaison with professional and technical institutions, and assists in developing Agency-wide training programs.

Activity Objectives:

1. Design and develop performance systems, instructional systems, and instructional aids for the technical training of MPI employees.

Accomplishment 1: Update all lesson plans, visual aids, handouts, Employee Development Guides, and job aids as policy, regulations, and laws change.

Accomplishment 2: Convert applicable lecture/demonstration training to trainee-paced auto-tutorial programs.

Accomplishment 3: Develop 23 self-instructional programs in scientific, technical, and management/supervisory areas.

Accomplishment 4: Develop safety posters as requested by MPI Safety Officer.

2. Deliver technical training to the target population.

Accomplishment 1: Conduct scheduled training courses for assembled groups in the field and at the training center.

Accomplishment 2: Conduct special training courses, on request, for large program groups and for non-program individuals, such as State inspectors, university professionals and students, and foreign nationals.

Accomplishment 3: Supply individual employees with training and learning resources such as audiovisual programs, correspondence courses, programmed instruction, and job guides.

Accomplishment 4: Conduct trainee-paced training courses at the training center.

Accomplishment 5: Administer the training component of the upward mobility program for food inspectors.

Accomplishment 6: Arrange for and assist in conducting continuing education sessions as requested.

Accomplishment 7: Conduct quality control training for food inspectors and supervisors.

3. Provide assistance to MPI managers and other FSQS organizational units in the analysis of human performance problems, including the development and selection of appropriate solutions.

Accomplishment 1: Assist these organizational units with problem-solving sessions for performance problems when requested.

4. In conjunction with Employee Development Branch, Personnel Division, implement and evaluate a university-based training program for food inspectors.

Accomplishment 1: Implement the training program.

Accomplishment 2: Evaluate the program and prepare a report on the results.

TABLE 24 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROGRAM TRAINING DIVISION, TS, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Design and Develop Training	Ongoing	25	1,345
Accomplishment 1 - Update all Materials			
Accomplishment 2 - Convert to Auto- Tutorials			
Accomplishment 3 - Develop Self- Instruction Programs			
Accomplishment 4 - Develop Safety Posters			
Objective 2 - Deliver Training	Ongoing	10	538
Accomplishment 1 - Conduct Scheduled Training			
Accomplishment 2 - Conduct Special Training			
Accomplishment 3 - Supply Training Materials to Individuals			
Accomplishment 4 - Trainee-Paced Course Delivery			
Accomplishment 5 - Upward Mobility Training			
Accomplishment 6 - Continuing Education			
Accomplishment 7 - QC Training			
Objective 3 - Analysis of Human Performance	Ongoing	4	215
Accomplishment 1 - Participate in Problem Solving			
Objective 4 - University based Training Program		1	54
Accomplishment 1 - Implement	III		
Accomplishment 2 - Evaluate	IV		
TOTAL		40	2,152

FY 1981 PROGRAM ACTIVITY PLAN FOR THE SLAUGHTER  
INSPECTION STANDARDS AND PROCEDURES DIVISION, TS, MPI

ACTIVITY LEADER: Gerald R. Snyder, Acting

ACTIVITY ABSTRACT:

The Slaughter Inspection Standards and Procedures Division is primarily responsible for the design, development, and implementation of improved standards and procedures for (1) the inspection of livestock and poultry at the time of slaughter, (2) the inspection of meat and poultry products immediately subsequent to slaughter, and (3) for the control of the handling of inedible and condemned meat and poultry at inspected establishments. Related to its primary responsibility, the Division is also responsible for furnishing technical guidance as requested, and for the evaluation of proposals of industry, consumer, and other government agencies in the areas of primary responsibility.

ACTIVITY OBJECTIVES:

1. Design, develop, and implement improved slaughter and allied departments' inspection procedures and standards.

Accomplishment 1: Complete a study to determine if alternate, equally effective procedures may be used by inspectors to verify that trimmable defects in poultry have been removed.

Accomplishment 2: Complete a study of hands-off (sequenced) inspection of young chickens at line speeds of 70 or more birds per minute.

Accomplishment 3: Design and develop a more efficient and equally or more effective method for the post-mortem inspection of turkeys.

Accomplishment 4: Complete and implement new instructions for the reinspection of poultry using "acceptable quality level" procedures (AQL).

Accomplishment 5: Implement modified procedures for the post-mortem inspection of swine.

Accomplishment 6: Design and develop a more efficient and equally or more effective method for the post-mortem inspection of cattle.

Accomplishment 7: Complete the design and implement a reinspection program for scalded swine carcasses.



Accomplishment 8: Develop and implement a livestock disease reporting system.

Accomplishment 9: Design and develop procedures for the disposal of birds with missing viscera.

Accomplishment 10: Complete a study to determine the equipment, layout, and operating instructions necessary for sanitary production of chicken gizzards.

Accomplishment 11: Publish a final regulation on the transportation, sale, and marketing of federally inspected meat food products.

Accomplishment 12: Design and develop procedures to extend the concepts of Modified Traditional Inspection to mature chickens.

Accomplishment 13: Design and develop a plan to combine swine carcass and viscera inspection stations.

Accomplishment 14: Publish a final regulation to allow "collectors" to handle undenatured lungs.

Accomplishment 15: Prepare a proposed regulation to require that imported horsemeat be identified as domestic and to require importers to purchase brands they use; clear and publish in the Federal Register.

Accomplishment 16: Prepare an amendment to the meat and poultry regulations to require the removal of kidneys from adult poultry prior to mechanical deboning; clear and publish in the Federal Register.

2. Evaluate the proposals of industry, consumer groups, and Government agencies related to the slaughter and immediate subsequent handling of edible meat and poultry products, and of inedible and condemned products.

Accomplishment 1: Design, develop, and implement an approved procedure for the inspection of tripe.

Accomplishment 2: Prepare a notice for publication in the Federal Register soliciting information on the published 9/18/80 (FY 1980) need for water in live animal holding pens.

TABLE 25 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
SLAUGHTER INSPECTION STANDARDS AND PROCEDURES DIVISION, TS, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Develop Improved Slaughter Inspection Procedures			
Accomplishment 1 - Poultry Trim Verification	III	.6	25
Accomplishment 2 - Poultry Hands-off Sequenced Inspection	III	.8	31
Accomplishment 3 - Turkey Inspection	IV	.6	25
Accomplishment 4 - Poultry AQL	II	1.5	68
Accomplishment 5 - Swine Post-Mortem Procedures	III	1.5	60
Accomplishment 6 - Cattle Post-Mortem Procedures	IV	1.5	60
Accomplishment 7 - Reinspection of Swine Carcasses	IV	1.5	60
Accomplishment 8 - Design Livestock Disease Reporting System	IV	1.5	60
Accomplishment 9 - Disposal of Poultry with Missing Viscera	IV	.8	31
Accomplishment 10 - Sanitary Production	II	.5	20
Accomplishment 11 - Transportation, Sale, and Marketing	IV	.3	12
Accomplishment 12 - Extension of MTI to Mature Chickens	IV	.8	30
Accomplishment 13 - Swine Carcass and Viscera Inspection Stations	IV	1.4	60
Accomplishment 14 - Undenatured Lung Collectors	III	.5	20
Accomplishment 15 - Identification of Imported Horse Meat	III	.2	10
Accomplishment 16 - Poultry Kidneys	III	.5	20
Objective 2 - Evaluate Proposals from Industry, Consumer Groups, Government Agencies			
Accomplishment 1 - Tripe Inspection	IV		
Accomplishment 2 - Water in Holding Pens	II		
		.5	20
TOTAL		15.0	612

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
TECHNOLOGY ASSESSMENT DIVISION, TS, MPI

ACTIVITY LEADER: I. Young Maing

ACTIVITY ABSTRACT:

This Division is primarily responsible for the impact analysis of emerging scientific, technological, industrial, and inspection research on the meat and poultry industries and on MPI's regulation responsibilities affecting those industries. The Division serves as a clearinghouse for research information; it evaluates and recommends courses of action to enable MPI to anticipate the direction of the regulatory process.

ACTIVITY OBJECTIVES:

1. Develop and maintain sources of information on meat and poultry industry research and innovations, and the related impact on program operations.

Accomplishment 1: Identify several areas of current industry/scientific research and development with potentially high impact on the industry or MPI. Recommend priority areas for further investigation.

2. Evaluate relevant scientific and technical reports and prepare and recommend course of action for each.

TABLE 26 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
TECHNOLOGY ASSESSMENT DIVISION, TS, MPI

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Review Industrial Research	Ongoing	2	89
Objective 2 - Review Scientific Research	Ongoing	<u>2</u>	<u>80</u>
TOTAL		4	169

**Section VII**  
**SCIENCE**





## FY 1981 PROGRAM AREA FOR SCIENCE

PROGRAM LEADER: R. E. Engel

### PROGRAM ABSTRACT:

The Science Program serves to provide the Agency with scientific guidance and support in chemistry, epidemiology, microbiology, pathology, toxicology, nutrition, parasitology, and mathematics and statistics. The support services are designed to assure product safety from disease, harmful chemicals, toxins and food poisoning microorganisms, as well as to prevent economic fraud and insanitary preparation.

The Science Program area works to develop and maintain closer ties with national and international scientific laboratories and communities in order to keep abreast of scientific and technological advances and to open new avenues for the exchange of scientific information; participates with other components of FSQS in developing and reviewing policies and procedures relating to FSQS programs; coordinates nutrition activities for FSQS; operates a food-borne hazard reporting system; identifies, recommends, and coordinates the establishment and conduct of appropriate research projects; operates the FSQS regulatory field services laboratories to support program needs; conducts and approves the safety of food additives for use in meat and poultry products; operates a safety program for FSQS laboratories; assists in the development and implementation of science-related training programs and coordinates activities and provides guidance and expertise in the implementation of the Equal Employment Opportunity (EEO) Program.

### PROGRAM GOALS:

1. To expand efforts to control residues in the meat and poultry supply.
2. To improve laboratory efficiency and effectiveness.
3. To coordinate nutrition activities for FSQS.
4. To operate an effective Science EEO Program.
5. To coordinate a safety program for FSQS laboratories.
6. To conduct a quality assurance program in FSQS, contract and accredited non-FSQS laboratories.
7. To develop new chemical and microbiological methods and improve existing methods.
8. To conduct a comprehensive microbiological monitoring and surveillance system.

TABLE 27 - SCIENCE PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator, Administrative Staff and Mathematics & Statistics Staff <u>1/</u>	--	--	--	--
Chemistry Division	48	14	1,683	13
Field Service Laboratories Division	186	53	7,408	57
Food Ingredient Assessment Division	28	8	651	5
Microbiology Division	47	13	1,543	12
Pathology & Epidemiology Division	25	7	1,153	9
Residue Evaluation and Surveillance Division	17	5	562	4
Total Program Area	351	100	13,000	100

1/ Resources for these support activities are prorated over the resources of the other program activities.

FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
OFFICE OF THE DEPUTY ADMINISTRATOR FOR SCIENCE

ACTIVITY LEADER: R. E. Engel

ACTIVITY ABSTRACT:

This activity provides managerial, staff, and support services for the Science Program. These services include direction and guidance on scientific matters and administrative management support.

ACTIVITY OBJECTIVES:

1. Provide adequate laboratory facilities for Science to efficiently carry out projected FSQS programs. This includes, depending on funding, upgrading existing facilities to meet the Occupational Health and Safety Administration (OSHA) and USDA health and safety standards and guidelines.

Accomplishment 1: Establish the mechanism through General Services Administration (GSA) for the acquisition of a renovated, adequate laboratory facility for the Western Laboratory in San Francisco.

Accomplishment 2: Renovate part of GSA assigned storage area for sample preparation and other uses at the Midwestern Laboratory in St. Louis.

2. Test an objective analytical instrument to measure marbling (intramuscular fat) in beef carcasses. An objective instrument to assist the meat grader could improve the accuracy and objectivity of grading. This activity is being carried out through an inter-agency agreement with the Science and Education Administration.

Accomplishment 1: Design a correlation study which will determine the statistical correlation of instrumental response with human evaluations of marbling in beef carcasses.

Accomplishment 2: Implement testing of instrument. The contract with Kansas State University provides for delivery of the prototype meat grading instrument to the USDA Meat Animal Research Center at Clay Center, Nebraska, by November 16, 1980. Instrument testing will begin at the Clay Center facility, and then will be conducted in commercial establishments under actual grading conditions according to the study design developed.

Accomplishment 3: Prepare a report summarizing all phases of the study and recommendations, including any additional needed studies or prototype instrument procurements.

3. Provide opportunities for career advancement of women, minorities, and handicapped persons through intensive development and educational training and on-the-job emphasis.

Accomplishment 1: Meet objectives established by the Science Affirmative Action Plan.

Accomplishment 2: Expand use of the cooperative education program to increase employment of minorities, women, and the handicapped.

Accomplishment 3: Train all supervisors (on an ongoing basis) in "Career Counseling".

Accomplishment 4: Train all management personnel (on an ongoing basis) in Team and Scientific Management and EEO.

4. Improve the Safety Program for FSQS laboratories.

Accomplishment 1: Coordinate an effective safety program including the necessary training aids for all FSQS laboratories and their personnel. Reports will be published on a quarterly basis.

Accomplishment 2: Publish a safety manual for all FSQS laboratories.

Accomplishment 3: Enforce reporting procedures and decrease reaction time where appropriate.

TABLE 28 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
OFFICE OF DEPUTY ADMINISTRATOR FOR SCIENCE

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources 1/	
		Person- Years	Dollars (000)
Objective 1 - Adequate Lab Facilities			
Accomplishment 1 - San Francisco	IV		
Accomplishment 2 - St. Louis	IV		50
Objective 2 - Instrument Development			
Accomplishment 1 - Correlation Design	I		
Accomplishment 2 - Instrument Testing	II		
Accomplishment 3 - Report	IV		
Objective 3 - EEO		3	50
Accomplishment 1 - Meet Affirmative Action Objectives	IV		
Accomplishment 2 - Expand Use of Coop Programs	IV		
Accomplishment 3 - Train "Career Counseling"	IV		
Accomplishment 4 - Train "Management & EEO"	IV		
Objective 4 - Safety Program		1	35
Accomplishment 1 - Coordinate	Ongoing		
Accomplishment 2 - Publish Safety Manual	III		
Accomplishment 3 - Reporting Procedures	IV		
TOTAL		4	135

1/ All other resources for objectives 1, 2 & 3 plus all other support activities of the Office of Deputy Administrator are included in the resources of other Science Program activities.

FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE CHEMISTRY DIVISION

ACTIVITY LEADER: Richard L. Ellis

PROGRAM ABSTRACT:

The Division is responsible for developing new and improved analytical chemical methods with increased capacity, greater sensitivity, and accuracy to determine the presence of environmental contaminants and drug residues not currently included in the ongoing Science program. The staff also determines the presence of food additives and nutritional value of meat and poultry products. The impact of this responsibility is both national and international in its scope and significance, since domestic and imported or exported meat and poultry products are analyzed. The Division:

Plans, reviews, evaluates, and conducts the Accredited Laboratory Program to assure quality and integrity of the results generated by non-USDA analytical laboratories; conducts a quality assurance program to assure continuous acceptable quality of analytical work; develops and evaluates new and ongoing control processes in laboratories.

Participates in reviewing submitted technical information to assess its accuracy and validity. Conducts, reviews, and prepares responses for consideration in FSQS policy decisions.

Fulfills the needs of FSQS, Science, for exceptionally complex analyses and special studies. Participates with FDA to evaluate residue analytical procedures with each New Animal Drug Application (NADA). Analytical methods developed by the Division are subjected to review and inter-laboratory studies to assure that the laboratory methods withstand review and challenge from other agencies, industries and consumer oriented groups before implementation into FSQS residue and food chemistry programs.

ACTIVITY OBJECTIVES:

1. Develop new analytical methods suitable for a regulatory program and improve existing methods. In conjunction with this activity, conduct ruggedness testing and collaborative studies to validate newly developed or improved methods prior to their implementation in the Field Service Laboratories.

Accomplishment 1: Evaluate applicability of gas chromatographic/mass spectrometric (GC/MS) and thin layer chromatographic (TLC) sulfamethazine methods to poultry and beef and expand technology to additional sulfanamides. Conduct the necessary ruggedness and validation studies for introduction into the Field Service Laboratories. Conduct the necessary studies to evaluate feasibility for developing an implant chemical test for sulfamethazine in swine tissues.



Accomplishment 2: Conduct nitrosamine studies on cured meat products and participate in ongoing nitrosamine programs as well as methods development, as necessary. Complete development of a faster, reliable, more sensitive GC/MS regulatory confirmatory procedure for cured meats. This will include completing a ruggedness test and validation study as well as training.

Accomplishment 3: Evaluate ion chromatographic technique for analysis of sodium nitrite and sodium nitrate below 5 ppm. Complete development of a laboratory method including a ruggedness test and validation study.

Accomplishment 4: Develop laboratory tests for antibiotics. Activities may include investigating a thin layer chromatographic/agar overlay technique for identification of antibiotics, completing a validation study for a quantitative tetracycline procedure, developing a chloramphenicol procedure to detect the parent compound at the parts per billion (ppb) level.

Accomplishment 5: Complete development of an analytical procedure for pentachlorophenol. Conduct ruggedness test and validation study before introduction into the Field Service Laboratories.

Accomplishment 6: Develop a triazine screening procedure. This will include reviewing literature to obtain best assessment of current methodology, then developing a "class" analytical method. Subject the method to the normal ruggedness testing and validation study before introduction.

Accomplishment 7: Participate with FDA and other laboratories in interagency collaborative studies for validation of analytical methods for detection of drug residues, including NADA's, in animal tissues.

Accomplishment 8: Plan and perform pilot and exploratory surveillance programs with the Residue Evaluation and Surveillance Division (RESO) and the Field Service Laboratories Division (FSLD) with existing and newly developed analytical procedures.

Accomplishment 9: Develop and evaluate analytical methods for quantifying entities, as necessary, for nutritional labeling.

Accomplishment 10: Evaluate thin layer chromatographic procedure for chlorinated hydrocarbons in laboratory use. Develop and refine potential methods as necessary for increased laboratory capacity. Conduct ruggedness and validation studies as necessary.

## 2. Laboratory Accreditation Program

Accomplishment 1: Coordinate and complete the rulemaking process.

Accomplishment 2: Complete the operations manual for the Accredited Laboratory Reviewers.

Accomplishment 3: Conduct onsite laboratory analytical capability reviews.

Accomplishment 4: Provide ongoing coordination and evaluation of the Accredited Laboratory Program.

Accomplishment 5: Provide training for the Accredited Laboratory Reviewers.

## 3. Quality Assurance Program

Accomplishment 1: Review and provide an evaluation report twice yearly for each FSQS Chemistry section in the three multidisciplinary laboratories.

Accomplishment 2: Review and provide an evaluation report twice yearly for all contract laboratories.

Accomplishment 3: Review and provide an evaluation report semiannually for all Commodity Services laboratories.

Accomplishment 4: Review accredited laboratories and provide an evaluation report on a quarterly basis.

Accomplishment 5: Operate a check sample program for FSQS, contract, and accredited laboratories to evaluate their overall proficiency on an ongoing basis with the frequency varying depending on type of laboratory and analysis.

Accomplishment 6: Develop and implement new quality assurance programs for new methods as well as existing methods that do not have an established program (i.e., heavy metals, vitamins). Complete development of quality assurance programs for chlorinated hydrocarbons, PCBs, and nitrosamines.

Accomplishment 7: Establish and maintain a repository of chemical reference standards for FSQS chemistry laboratories.

Accomplishment 8: Develop certification criteria for analysts that must be met and maintained to analyze and report on regulatory samples and develop performance characteristics for new or existing methods. Evaluate quality assurance data and make recommendations as necessary.

Accomplishment 9: Review and evaluate analytical methods provided by the RESD foreign residue program that are not currently a part of our domestic residue program (including methods for animal drugs approved for use in foreign countries but not the United States).

TABLE 29 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
CHEMISTRY DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Analytical Methods		35	1,227
Accomplishment 1 - Sulfonamides	IV		
Accomplishment 2 - Nitrosamines	III & IV		
Accomplishment 3 - Low Level Nitrite	IV		
Accomplishment 4 - Antibiotic Methods	IV		
Accomplishment 5 - Pentachlorophenol	I		
Accomplishment 6 - Triazine Screening	Ongoing		
Accomplishment 7 - Interagency Collaboration	Ongoing		
Accomplishment 8 - Exploratory Surveillance	Ongoing		
Accomplishment 9 - Nutritional Analysis	Ongoing		
Accomplishment 10 - Chlorinated Hydrocarbons	III		
Objective 2 - Laboratory Accreditation Program		4	140
Accomplishment 1 - Rulemaking	I		
Accomplishment 2 - Prepare Operations Manual	I		
Accomplishment 3 - Onsite Review	Ongoing		
Accomplishment 4 - Evaluation of Program	Ongoing		
Accomplishment 5 - Training for Reviewers	Ongoing		
Objective 3 - Quality Assurance Program		9	316
Accomplishment 1 - Review & Evaluate FSQS Labs	II & IV		
Accomplishment 2 - Review & Evaluate Contract Labs	II & IV		
Accomplishment 3 - Review & Evaluate Commodity Services Lab	II & IV		
Accomplishment 4 - Review & Evaluate Accredited Labs	I, II, III, IV		
Accomplishment 5 - Coordinating Lab Accreditation	Ongoing		
Accomplishment 6 - Develop & Implement QA for New Methodology	Ongoing		

TABLE 29 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
CHEMISTRY DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Accomplishment 7 - Establish Chemical Reference Repository	Ongoing		
Accomplishment 8 - Develop Standards of Certification Criteria	Ongoing		
Accomplishment 9 - Review Methods for Foreign Residue Program	Ongoing		
TOTAL		48	1,683

FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE FIELD SERVICE LABORATORIES DIVISION

ACTIVITY LEADER: Neal J. Whitney

ACTIVITY ABSTRACT:

The Field Service Laboratories Division (FSLD) provides analytical service support in chemistry, microbiology, and pathology. These services are currently provided by multidisciplinary laboratories located in Athens, Georgia; St. Louis, Missouri and San Francisco, California. FSLD also acquires analytical support from non-Federal laboratories. The Division:

Provides support in response to the program needs of other Science Divisions, Compliance, MPI, and Commodity Services. Conducts analyses which produce data to determine the presence of food additives, environmental and drug contaminants, the nutritional value of meat and poultry products, and economic fraud; provides diagnostic services to identify disease, parasites, and related conditions; conducts microbiological investigations on the quality and safety of meat and poultry products; and provides upon request of MPI field staff technical support in the areas of microbiology and pathology by onsite visits.

Supports a major FSQS monitoring and surveillance program intended to prevent the marketing of animals containing illegal drug and chemical residues; annually conducts approximately 350,000 residue analyses on tissue samples randomly selected from meat and poultry carcasses at slaughtering plants throughout the country.

Provides onsite technical review of accredited laboratories nationwide to assure the quality and integrity of results produced by non-USDA chemistry laboratories; monitors analytical work conducted by non-Federal accredited and contract laboratories to assure continuous competence and quality.

ACTIVITY OBJECTIVES:

1. Expand response capability without increasing personnel complement of FSLD for increased analyses planned by the Residue Evaluation and Surveillance Division.

Accomplishment 1: Convert the cooperative agreement program to bid/contract basis.

Accomplishment 2: Evaluate the pilot St. Louis on-site contract, and if successful, reinstitute for FY 1981.

Accomplishment 3: Establish additional contracts with State or private sector thus releasing extra FSLD resources for residue analyses.

Accomplishment 4: Provide cross training in residue analysis for FSLD personnel previously associated with food chemistry.

2. Conclude the implementation of the FSQS "Centers of Excellence" in San Francisco.

Accomplishment 1: Provide the personnel complement and analytical equipment necessary to establish a chlorinated hydrocarbons (CHC) "Center of Excellence."

Accomplishment 2: Conduct a feasibility study to identify the resources (equipment, facilities, personnel and funds) required to establish a nutrition "Center of Excellence."

3. Implement new methods developed by the various disciplines.

Accomplishment 1: Implement new methods upon availability from development staffs.

4. Develop quick reaction techniques to maximize FSLD capacity for Contamination Response System.

Accomplishment 1: Develop statements of work (as bases for competitive procurements) for analysis of residues of interest.

Accomplishment 2: Provide multiple contract awards to analyze a minimum quantity of residue samples per month. Each contract would have a clause, exercisable on a unilateral basis, which would provide increased sample analyses during crises.

Accomplishment 3: Divert routine monitoring samples to contract laboratories on a monthly basis to assure the continuous competence and quality of contract laboratories.

Accomplishment 4: Develop standard operating procedures for contractor guidance in conjunction with Mathematics and Statistics, Residue Evaluation and Surveillance, Chemistry, Microbiology, Pathology and Epidemiology and Food Ingredient Assessment Divisions.

Accomplishment 5: Develop and maintain analyst teams in each lab that could be diverted from non-priority work during crises (includes policy development for identifying non-priority work).



5. Develop recommendations for acquisition of (1) automatic equipment, (2) computers to operate instrumentation, and (3) computers for quantification of data.

Accomplishment 1: Identify study team.

Accomplishment 2: Conduct study of Athens Laboratory.

Accomplishment 3: Conduct study of St. Louis Laboratory.

Accomplishment 4: Conduct study of San Francisco Laboratory.

Accomplishment 5: Develop a Field Service Laboratories proposal for approval and implementation.

6. Establish and maintain an integrated data base derived from appropriate parts of the Laboratory Sample Flow System in each field service laboratory to provide comprehensive management reporting of field service laboratory transactions.

Accomplishment 1: Conduct feasibility study.

Accomplishment 2: Conduct system design study.

Accomplishment 3: Identify compatible hardware sources.

Accomplishment 4: Initiate action to acquire computer or contract for automatic data processing (ADP) support.

7. Continue FSL analytical program. Provide analytical services in the monitoring areas of chemistry, microbiology, and pathology supporting the National Residue Program, Contamination Response System, and MPI. Manage the food chemistry program carried out by New York, Kentucky, and California contract laboratories. Conduct laboratory reviews and quality assurance analyses for the Accredited Laboratory Program. Upon request, provide special analyses for the Compliance and Commodity programs.



TABLE 30 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FIELD SERVICE LABORATORIES DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Expand Response Capability			
Accomplishment 1 - Replace Cooperative Agreements with Contracts	I	0	1,400
Accomplishment 2 - Evaluate Onsite Contract @ St. Louis	I	1	300
Accomplishment 3 - Establish Additional Contracts	II	1	300
Accomplishment 4 - Train Food Chemists Residue Chemistry	I, II, III, IV		
Objective 2 - Conclude "Centers of Excellence" in San Fransisco			
Accomplishment 1 - Establish CHC "Center of Excellence"	IV		
Accomplishment 2 - Determine Feasi- bility Nutrition "Center of Excellence"	II		
Objective 3 - Implement New Methods			
Accomplishment 1 - Implement Methods	As Available		
Objective 4 - Develop Quick Reaction CRS Techniques			
Accomplishment 1 - Develop SOW's for Residue Analyses	I		
Accomplishment 2 - Award Expandable Contracts	II		150
Accomplishment 3 - Assign Samples to Contract Labs	III		
Accomplishment 4 - Develop Standard Operating Procedures for Contract Labs	II		
Accomplishment 5 - Develop and Main- tain Reserve Analyst Teams	II	4	

TABLE 30 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FIELD SERVICE LABORATORIES DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources 1/	
		Person- Years	Dollars (000)
Objective 5 - FSL Automation Study			
Accomplishment 1 - Identify Study Team	I		75*
Accomplishment 2 - Athens Study	II		
Accomplishment 3 - St. Louis Study	III		
Accomplishment 4 - San Francisco Study	III		
Accomplishment 5 - Develop Implementa- tion Proposal	IV		
Objective 6 - Establish Lab Sample Flow System Integrated Data Base @ HQ		1	
Accomplishment 1 - Feasibility Study	I		
Accomplishment 2 - System Design Study	III		
Accomplishment 3 - Identify Compatible Hardware	III		
Accomplishment 4 - Initiate ADP Action	IV		
Objective 7 - Continue FSLD Analytical Program	I, II, III, IV	<u>179</u>	<u>5,183</u>
TOTAL		186	7,408

\* Only if contractor performed.

1/ Routine operational costs and person-years associated with objectives 1 through 6 are included in objective 7.

FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE FOOD INGREDIENT ASSESSMENT DIVISION

ACTIVITY LEADER: George G. Armstrong

ACTIVITY ABSTRACT:

The Food Ingredient Assessment Division (FIAD) is responsible for providing analytical, consultative, and planning services in the areas of food ingredients, nutrition, and product safety. The impact of the work performed by the Division is national and international in scope and significance, since all classes of domestic, imported, and exported meat and poultry products, the ingredients used therein, and the compounds and packaging materials used in official plants are evaluated and approved either directly or indirectly by FIAD. The Division:

Conducts food consumption studies and, with other Science Divisions, conducts evaluations of exposure and estimates of health and safety hazards of food ingredients, additives, and residues.

Coordinates the formulation of FSQS nutrition policy, recommends necessary nutritional and chemical safety research, and serves as the FSQS information source on nutrition and product safety related subjects.

Develops nutritional and food safety criteria for use in formulating FSQS policy, particularly for meat and poultry products; and evaluates methodology for nutritional quantification.

Determines the chemical safety of direct and indirect food additives used in food products regulated by MPI, and evaluates packaging materials and chemical compounds for safety.

ACTIVITY OBJECTIVES:

1. Coordinate formulation of Agency nutrition policy by participating in FSQS-SEA liaison groups for developing research plans and monitoring SEA research activities, and by representing FSQS in nutrition related activities within and outside the Department.
2. Serve as a source of information for the Agency on nutrition-related topics, by coordinating clearance of manuscripts, Federal Register issuances, and other proposed Agency publications for accuracy of nutrition information, and by providing nutrition information and evaluations to other FSQS staff members, as needed, to solve their problems.

3. In association with other Divisions, conduct population food consumption analyses and evaluations of health and safety of ingredients, food additives, and residues in meat, poultry, and egg products.

Accomplishment 1: Create data files suitable for calculating consumption of foods by individuals for use in health and safety evaluations. Completion of this accomplishment depends on obtaining, on a timely basis, survey tapes from the 1977-78 USDA Nationwide Food Consumption Survey.

Accomplishment 2: Using information available in the scientific literature from 1970 through 1980, develop a supplemental food consumption data base for population groups, such as American Indians and the military, which were inadequately covered in the 1977-78 USDA survey. Prepare a summary which lists the population group, the year of the survey, and the type of dietary record available.

4. Evaluate methods for quantifying nutrients.

Accomplishment 1: Acquire and organize data from the literature, 1945 through 1979, on human studies on bioavailability of protein, and prepare an annotated bibliography of the pertinent publications.

5. Determine the chemical safety of direct and indirect food additives used in meat and poultry products. Review manuscripts, Federal Register issuances, and other publications proposed by FSQS and other agencies for accuracy of information on that subject.

Accomplishment 1: Evaluate proprietary additive mixtures, such as branding inks and smoke flavors, submitted by industry, with a 4-week turnaround time.

Accomplishment 2: Develop data base and a format for a new list of proprietary direct and indirect additives similar to the existing "List of Chemical Compounds" to be used as an FSQS information source.

Accomplishment 3: Prepare a dictionary, for possible use by consumers, of ingredients used in meat and poultry products.

6. Determine the chemical safety of packaging materials and non-food compounds used by industry during the processing of meat, poultry, shell eggs, and egg products. Maintain adequate records and initiate actions necessary to publish the "List of Chemical Compounds" and to provide information on that subject.

Accomplishment 1: Evaluate proprietary nonfood compounds and packaging materials submitted by industry with a 6-week turnaround time.

Accomplishment 2: Review with FDA the food additive status of compounds used to clean and sanitize shell eggs.

Accomplishment 3: Implement an automated system to notify firms of the requirement to review the list of their authorized compounds and advise FSQS of their status.

Accomplishment 4: Consolidate the nonfood compounds and packaging materials evaluation functions in Beltsville, Maryland.

Accomplishment 5: Prepare for publication the proposed final action which would amend the Meat and Poultry Regulations to change the regulatory status of cooling and retort water compounds and to standardize the regulations concerning the evaluation procedure for nonfood compounds.

TABLE 31 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FOOD INGREDIENT ASSESSMENT DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Nutrition Policy Coordination	Ongoing	1	20
Objective 2 - Nutrition Information Source	Ongoing	1	15
Objective 3 - Health and Safety Evaluation		2	55
Accomplishment 1 - Data List	Ongoing (II FY 1982)		108 <u>1</u> /
Accomplishment 2 - Consumption Data Base	IV		
Objective 4 - Evaluate Analytical Methods			
Accomplishment 1 - Prepare Bibliography	IV	2	35
Objective 5 - Chemical Safety of Additives		2	50
Accomplishment 1 - Evaluate Additives	Ongoing		
Accomplishment 2 - List Additives	Ongoing (II FY 1982)		
Accomplishment 3 - Ingredient Dictionary	Ongoing (II FY 1982)		
Objective 6 - Safety of Packaging Materials and Non-Food Compounds		20	368
Accomplishment 1 - Evaluate Materials	Ongoing		
Accomplishment 2 - Report Food Additive Status	Ongoing (II FY 1982)		
Accomplishment 3 - Implement Automated Review System	III		
Accomplishment 4 - Consolidate Functions	III		
Accomplishment 5 - Prepared Regulation Amendment	IV		
TOTAL		28	651

1/ Purchase of food frequency data from Market Research Corporation of America (FSQS share of total costs for USDA interagency contract).



FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE MICROBIOLOGY DIVISION

ACTIVITY LEADER: Ralph W. Johnston

ACTIVITY ABSTRACT:

The Microbiology Division is responsible both for the analytical aspects of microbiological laboratory techniques, and for advising other divisions of the significance of the laboratory results. Microbiological analyses may be pertinent to the assessment of food quality, the detection of public health hazards, economic adulteration, determination of the safety of food additives, and the detection of antibiotic or other residues in excess of legal tolerances. The Division:

Develops economical laboratory screening methods that permit the examination of sample numbers sufficiently large so that a small proportion of the samples will be selected as potentially violative.

Develops or selects laboratory reference methods which will withstand challenges from other scientists, industry, and others.

Executes special investigations on process or product safety and quality. The results of these investigations are used by FSQS in decision-making.

Participates with other units in FSQS and other agencies in the review of submitted technical information so as to advise on the accuracy and validity of such information. Reviews are conducted and prepared for consideration in FSQS policy decisions.

ACTIVITY OBJECTIVES:

1. Continue to develop a rapid screening test for detecting sulfa drug residues at violative levels in tissues. The test to be designed will be similar to the current Swab Test on Premises (STOP) which is practicable for use in FSQS laboratories, local laboratories, or in the processing plants.

Accomplishment 1: Review scientific literature and improve the current test.

Accomplishment 2: Evaluate the test for laboratory use (in conjunction with Chemistry Division).

Accomplishment 3: Conduct a field trial of the test.

2. Continue to develop an economical screening procedure for antibiotic residues at violative levels in live animal body fluids. Such a test could be used by FSQS employees, farmers, dairy co-ops, etc., to determine the presence of antibiotic levels in commercial stock prior to slaughter.



Accomplishment 1: Complete pilot live animal trials in conjunction with STOP program.

3. Using the newly developed thermonuclease test for fermented sausage, conduct a national survey of the fermented sausage industry to determine the problem areas.

Accomplishment 1: Plan the survey. Coordinate with FSLD for resources, with Technical Service regarding regulation, with MPI concerning collection of samples, and with Mathematics and Statistic Division for statistical design.

Accomplishment 2: Conduct the survey within a relatively short span of time.

Accomplishment 3: Assemble, assess, and report the survey results promptly. Disseminate to other components of FSQS, SEA and industry.

Accomplishment 4: Develop plan to implement an expanded monitoring and surveillance system.

4. Conduct Salmonella benchmark surveys as called for by the U.S. Advisory Committee on Salmonella.

Accomplishment 1: Assemble data, prepare complete report, evaluate and disseminate Salmonella data on fresh pork sausage.

Accomplishment 2: Retrieve and report semi-annually all Salmonella data from raw tissues collected in the microbiological monitoring and surveillance system (MMSS).

Accomplishment 3: With M&SD, review chicken, porcine and turkey salmonellae incidences for variability. With this data, develop incidence studies for these species that would provide results within 95 percent confidence limits.

Accomplishment 4: Develop plan for conducting Accomplishment 3 on recurring basis for continually tracking changes in Salmonella content in major species.

Accomplishment 5: Work with the FDA and the Animal and Plant Health Inspection Service (APHIS) to develop new plans to monitor rendered protein supplements for Salmonella. Develop protocol or plan so that testing, tracking and evaluation of animal protein supplements can be tracked as poultry and meat are in Accomplishment 3.

5. Enzyme Linked Immunosorbent Assay (ELISA) test for a simplified staphylococcal enterotoxin test.

Accomplishment 1: Initiate ELISA staphylococcal enterotoxin B collaborative test with FSLD.

Accomplishment 2: Using similar ELISA/enterotoxin B test principles developed in FY 1980, develop ELISA/enterotoxin A, C, and E tests.

6. Shelf stable STOP testing plates.

Accomplishment 1: Complete on-going field trial of the shelf-stable system and evaluate.

Accomplishment 2: Develop contractual specifications for shelf-stable system.

Accomplishment 3: Draft method and material changes consistent with the shelf-stable plates and assist Training Branch, MPI, Denton, in making the appropriate changes in the STOP Training Manual.

7. Computerized Data Analyses.

Accomplishment 1: Complete computerized input of the food in-plant surveillance data.

Accomplishment 2: Complete computerized input of microbiological monitoring data.

Accomplishment 3: Input STOP data for FY 1981.

8. Poultry chill water reduction studies.

Accomplishment 1: Participate with industry in developing a protocol.

Accomplishment 2: Review the data from the study as it is generated.

9. Revise the Microbiology Laboratory Guidebook (MLG).

Accomplishment 1: Review and rewrite existing methods and materials and incorporate new methods.

Accomplishment 2: Publish and disseminate the revised MLG.

10. Determine enterotoxin type of staphylococcal isolates from animal sources to compare with literature reports on human isolates.

Accomplishment 1: Examine isolates of Staphylococcus aureus of animal origin from diagnostic laboratory for enterotoxin types.

Accomplishment 2: Report progress quarterly.

11. Develop or obtain a bacterial isolate sensitive to 0.1 ppm chloramphenicol or improve the sensitivity of the current test system.

Accomplishment 1: Review literature.

Accomplishment 2: Trial selected bacteria for sensitivity or potentiate existing agar plate system to improve sensitivity.

12. Develop spiral plate counter technique for general food microbiology screening purposes. This concept could greatly improve efficiency and economy in FSLD.

Accomplishment 1: Develop a method for aerobic plate count that will provide 80 percent or more recovery as compared to standard Association of Official Analytical Chemists (AOAC) procedures.

Accomplishment 2: Develop spiral plating method for quantitating coagulase positive staphylococci. Alternatively, combine spiral platter with current tube procedure so as to obtain high sensitivity along with elevated level enumerations.

Accomplishment 3: Develop spiral plating method for quantitating coliforms and E. coli. Alternatively, combine spiral platter with current tube procedure so as to obtain high sensitivity along with elevated level enumerations.

13. Develop method to enumerate microscopic extraneous material from cooked sausage.

Accomplishment 1: Conduct trials of different methods primarily designed to free fragments of insects, hair, etc., from the cooked sausage environment.

Accomplishment 2: Evaluate the trials and select the best method.

Accomplishment 3: Conduct laboratory trials using the selected method to determine method reliability.

14. Campylobacter fetus. Develop method and conduct a preliminary survey for Campylobacter fetus in meat and poultry. Some aspects of this initiative will be cooperative efforts with SEA.

This bacterium has recently been recognized as a serious human pathogen. Researchers have just recently reported that meat and poultry serve as a major reservoir for this pathogen.

Accomplishment 1: Conduct literature review and select the best current method for detecting C. fetus.

Accomplishment 2: Provide method selected in Accomplishment 1 to FSLD and have incidence survey of major species of meat and poultry conducted.

Accomplishment 3: Evaluate reliability of method. Improve if necessary.

Accomplishment 4: Determine whether differences of invasiveness exist between strains or isolates of C. fetus.

15. Develop a method for on-site confirmation of flat sours spoilage in canned products. This is primarily needed at import stations.

Accomplishment 1: Literature review of rapid methods for confirmation of bacteria or their by-products.

Accomplishment 2: Develop a potential method for rapid confirmation of flat sour spoilage.

Accomplishment 3: Inoculate packages of meat with flat sour bacteria and incubate to produce material for testing.

Accomplishment 4: Test method or methods on prepared flat soured meat.

Accomplishment 5: If Accomplishment 4 is completed, prepare training manual for field use of the test.

16. Develop a microbiological monitoring and surveillance system.

Accomplishment 1: Prepare Program objectives and plan.

Accomplishment 2: Prepare a priority list of products which are candidates for microbiological food random monitoring.

Accomplishment 3: Work with M&SD and FSLD to establish numbers of samples, sampling method, laboratory resources, etc. for microbiological monitoring and surveillance system.

Accomplishment 4: Initiate microbiological monitoring and surveillance system within FSQS.

TABLE 32 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MICROBIOLOGY DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Swab Sulfa Test		4	131
Accomplishment 1 - Improve Test	II		
Accomplishment 2 - Lab Evaluation	III		
Accomplishment 3 - Field Trial	IV		
Objective 2 - Live Animal Swab Test		5	167
Accomplishment 1 - Field Trial	IV		
Objective 3 - Thermonuclease in Fermented Sausage Survey		2	66
Accomplishment 1 - Plan Survey	I		
Accomplishment 2 - Conduct Survey	III		
Accomplishment 3 - Publish Results	IV		
Accomplishment 4 - Develop Plan	IV & I (FY 1981)		
Objective 4 - Salmonella Benchmark Surveys		4	132
Accomplishment 1 - Publish Pork Data	II		
Accomplishment 2 - Monitoring Report	IV		
Accomplishment 3 - Plan Poultry Study	III		
Accomplishment 4 - Plan to Implement Acc. 3 Studies	IV		
Accomplishment 5 - Develop Interagency Plan	IV		
Objective 5 - ELISA Test for Staphylococcal Enterotoxin		3	98
Accomplishment 1 - Initiate ELISA B Tests	II		
Accomplishment 2 - Develop Other ELISA Tests	IV		
Objective 6 - Shelf Stable STOP Plates		3	98
Accomplishment 1 - Complete Field Trial	III		
Accomplishment 2 - Develop Specs.	III		
Accomplishment 3 - Modify STOP Training Manual	IV		
Objective 7 - Computerized Data Analysis		2	66
Accomplishment 1 - Beltsville Input	III		
Accomplishment 2 - Input FSLD Monitoring Data	IV		
Accomplishment 3 - Input STOP Data	II		

TABLE 32 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MICROBIOLOGY DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 8 - Poultry Chill Water Reduction Studies		2	66
Accomplishment 1 - Protocol Development	II		
Accomplishment 2 - Review Data	IV		
Objective 9 - Revise Laboratory Guidebook		4	131
Accomplishment 1 - Prepare Draft	II		
Accomplishment 2 - Publish & Disseminate	IV		
Objective 10 - Evaluate Staphylococcal Isolates		1	33
Accomplishment 1 - Test Isolates	I		
Accomplishment 2 - Quarterly Report	III		
Objective 11 - Chloramphenicol Test System		3	98
Accomplishment 1 - Literature Review	I		
Accomplishment 2 - Sensitivity Testing	III		
Objective 12 - Develop Spiral Plate Counter Screening		3	98
Accomplishment 1 - Aerobic Plate Count Method	II		
Accomplishment 2 - Staphylococcal Method	III		
Accomplishment 3 - <u>E. coli</u> Method	IV		
Objective 13 - Method for Extraneous Material--Cooked Sausage		3	98
Accomplishment 1 - Test Methods	I		
Accomplishment 2 - Select Best Method	II		
Accomplishment 3 - Determine Reliability	IV		
Objective 14 - <u>Campylobacter fetus</u>		1	32
Accomplishment 1 - Select Method for Bacterium	I		
Accomplishment 2 - Conduct Survey	IV		
Accomplishment 3 - Evaluate and Improve Improve	III		
Accomplishment 4 - Evaluate Invasiveness	IV		



TABLE 32 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MICROBIOLOGY DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 15 - On-Site Confirmation Test for Flat Sours in Canned Products		3	96
Accomplishment 1 - Literature Review	I		
Accomplishment 2 - Develop Method	II		
Accomplishment 3 - Produce Test Material	II		
Accomplishment 4 - Trial Method	III		
Accomplishment 5 - Prepare Manual	IV		
Objective 16 - Develop Microbiological Monitoring and Surveillance System		4	133
Accomplishment 1 - Program Objectives	III		
Accomplishment 2 - List of Products	II		
Accomplishment 3 - Sampling Method, Laboratory Resources, etc.	IV		
Accomplishment 4 - Implement System	IV		
TOTAL		47	1,543



FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE PATHOLOGY AND EPIDEMIOLOGY DIVISION

ACTIVITY LEADER: Jack C. Leighty

ACTIVITY ABSTRACT:

The Pathology and Epidemiology Division develops the pathology, epidemiology, and serology programs that provide support for meat and poultry inspection and other FSQS activities. The Division:

Investigates conditions potentially hazardous to human and animal health.

Operates a foodborne hazard control center for receiving reports from Department employees, State health departments, Federal agencies, and the public.

Conducts epidemiological investigations, determines the basis of the problem, and recommends preventive measures for the future.

Develops and monitors the operation of a pathology service program for the field.

Develops and presents continuing education programs in pathology and epidemiology for staff and field veterinarians.

Conducts pathological, epidemiological, and serological studies of infectious and toxic agents associated with food animals and food.

Develops serological testing systems for the detection of infectious and toxic agents in food animals and food.

Maintains liaison with State, Federal, and international health agencies related to pathological, epidemiological, and serological matters associated with food hygiene.

ACTIVITY OBJECTIVES:

1. Contribute to the development of criteria for the ante-mortem and post-mortem inspection of meat and poultry; the reinspection and laboratory examination of meat and poultry and related products.

Accomplishment 1: Work with a committee to re-evaluate swine post-mortem inspection procedures.

Accomplishment 2: Participate in a working group to re-evaluate ante-mortem and post-mortem inspection regulations.

Accomplishment 3: Work with a committee to re-evaluate cattle post-mortem inspection procedures.

Accomplishment 4: Develop histopathological techniques for preparing ultra-thin tissue sections by plastic embedding for special diagnostic problems.

Accomplishment 5: Participate in national meetings to correlate the criteria for ante-mortem and post-mortem inspection of food animals.

Accomplishment 6: Conduct a survey of visual aid materials on hydatid disease.

Accomplishment 7: Survey clinical pathology techniques that can be used in slaughtering plants and in field laboratories.

Accomplishment 8: Develop a paraffin section technique for performing the dihydroxy-phenylalanine (DOPA) reaction to detect malignant melanoma tumors in animals.

Accomplishment 9: Maintain reference sets of normal tissues of each species of food animals for use of field and staff laboratories.

2. Evaluate selected diseases and conditions that affect animals at the time of ante-mortem and post-mortem inspection and could present health problems.

Accomplishment 1: Develop a proposal for a study with SEA to correlate the presence of pyrrolizidine plant toxins in bovine tissues with lesions of the liver.

Accomplishment 2: Develop data to differentiate the melanotic conditions of swine that require condemnation from those that do not.

Accomplishment 3: Evaluate the pathological conditions that occur in confinement-reared calves.

Accomplishment 4: Provide special diagnostic services for diseases such as trichinosis.

3. Conduct studies of selected foods associated with health and economic hazards; conduct epidemiological investigations to evaluate, control and recommend preventative measures for reported health hazards.

Accomplishment 1: Provide epidemiological investigatory support for the Contamination Response System.

Accomplishment 2: Obtain peer reviews of a monograph on the hazard to human health resulting from the handling or consumption of pork containing nontuberculous mycobacteria.

Accomplishment 3: Develop recommendations for program policy on mycobacteria in pork by preparing a document that compares and contrasts the findings developed in the monograph on nontuberculous mycobacteria with the existing disposition rules for swine.

Accomplishment 4: Operate a Foodborne Hazard Control Center for coordinating the reporting, investigation, and control of health hazards involving foods by using a computerized data system.

Accomplishment 5: Develop recommendations for program policy on the use of microwave cooking of meat to assure destruction of hazardous zoonotic parasites.

Accomplishment 6: Develop a proposal for a survey of fermented sausage products to determine the distribution, prevalence, and levels of hazardous, physiologically active amines and prepare recommendations for program policy.

Accomplishment 7: Develop recommendations for program policy for reducing the transmission of Toxoplasma gondii to humans from meat by surveying food animals to determine the prevalence and incidence of serologically positive animals.

4. Plan, assist, and evaluate field laboratory programs that provide diagnostic pathology services to field veterinarians.

Accomplishment 1: Identify changing service needs of the field program and develop recommendations for changes in personnel, methods, reagents, equipment, and facilities to meet the needs.

Accomplishment 2: Conduct two national pathology meetings for the training of pathologists and regional ante-mortem and post-mortem inspection specialists, the identification of inspection problems, the coordination of laboratory programs, and the improvement of laboratory expertise.

Accomplishment 3: Conduct an on-site technical review of each of three field pathology laboratories to identify and assist with problems and assure that activities are directed toward national program goals.

Accomplishment 4: Complete the development of work measurement standards for the pathology laboratories for use in efficient planning of laboratory staffing.

5. Develop and present continuing education programs for field veterinarians in pathology, epidemiology, and related veterinary sciences.

Accomplishment 1: Prepare material to be used for videotapes on brucellosis, virus diseases of cattle, virus diseases of swine, and cysticercosis of cattle.

Accomplishment 2: Conduct continuing education programs for field veterinarians.

Accomplishment 3: Develop a system for identifying, editing, and publishing fascicles for inclusion in an Atlas of Meat Inspection Pathology.

6. Develop serological tests for selected toxic and infectious agents associated with food in order to reduce inspection costs and improve the quality of inspection programs.

Accomplishment 1: Direct the activities of contractors who are developing the basic testing systems and reagents for selected agents and equipment for performing tests in laboratories, in slaughtering plants, and on the farm.

Accomplishment 2: Develop and field test a system for penicillin.

Accomplishment 3: Develop and field test a system for gentamicin.

Accomplishment 4: Develop a testing system for tetracyclines by adapting tetracycline serologic procedures to enzyme assay techniques and systems used for penicillin and gentamicin; and preparing specific antigen, raising homologous antibody, modifying procedures and systems, etc., for tetracycline serological test.

Accomplishment 5: Initiate the development of a testing system for sulfas by adapting sulfa serologic procedure(s) to enzyme assay technique and systems used for penicillin and gentamicin.

Accomplishment 6: Conduct a validation study for the development of a testing system for trichinosis.

Accomplishment 7: Evaluate alternative serological testing systems by reviewing technical and scientific literature for "new" and "unique" test methods and systems; evaluating systems and procedures through consultations, meetings, demonstrations, etc.; and developing plans for laboratory studies (in-house or contract) of systems and procedures of interest.

TABLE 33 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PATHOLOGY AND EPIDEMIOLOGY DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Inspection Criteria		4	185
Accomplishment 1 - Swine PM Committee	Ongoing		
Accomplishment 2 - AM & PM Committee	Ongoing		
Accomplishment 3 - Cattle PM Committee	Ongoing		
Accomplishment 4 - Ultra-thin Sectioning	III		
Accomplishment 5 - Correlation Meetings	Ongoing		
Accomplishment 6 - Hydatid Disease Visuals	IV		
Accomplishment 7 - Clinical Pathology	Ongoing		
Accomplishment 8 - DOPA Paraffin Test	IV		
Accomplishment 9 - Reference Tissue Sets	Ongoing		
Objective 2 - Disease Evaluation		3	138
Accomplishment 1 - Pyrrolizidine Study	I		
Accomplishment 2 - Swine Melanotic Lesions	IV		
Accomplishment 3 - Confined Calf Study	IV		
Accomplishment 4 - Special Diagnostics	Ongoing		
Objective 3 - Health Hazard Investigations		8	369
Accomplishment 1 - Contamination Response Epidemiology	Ongoing		
Accomplishment 2 - Mycobacteriosis Monograph	III		
Accomplishment 3 - Mycobacteriosis Options	IV		
Accomplishment 4 - Operate Control Center	Ongoing		
Accomplishment 5 - Microwave Cooking Options	II		
Accomplishment 6 - Amine Proposal	III		
Accomplishment 7 - Toxoplasma Gondii Study	IV		

TABLE 33 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PATHOLOGY AND EPIDEMIOLOGY DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 4 - National Pathology Program		1	46
Accomplishment 1 - Pathology Program			
Planning	Ongoing		
Accomplishment 2 - National Pathology			
Meetings	II & IV		
Accomplishment 3 - Pathology Program			
Review	II, III & IV		
Accomplishment 4 - Work Measurement			
Standards	IV		
Objective 5 - Continuing Education		2	92
Accomplishment 1 - Video Tapes	Ongoing		
Accomplishment 2 - Educational			
Programs	Ongoing		
Accomplishment 3 - Modify Atlas	Ongoing		
Objective 6 - Serological Test Development		7	323
Accomplishment 1 - Supervision of			
Contractors	Ongoing		
Accomplishment 2 - Penicillin Test	III		
Accomplishment 3 - Gentamicin Test	III		
Accomplishment 4 - Tetracycline Test	Ongoing		
Accomplishment 5 - Sulfa Test	Ongoing		
Accomplishment 6 - Trichinosis Test	Ongoing		
Accomplishment 7 - Evaluate			
Alternative	IV		
TOTAL		25	1,153



FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
RESIDUE EVALUATION AND SURVEILLANCE DIVISION

ACTIVITY LEADER: John E. Spaulding

ACTIVITY ABSTRACT:

The Residue Evaluation and Surveillance Division is responsible for developing an overall approach to control residues occurring in the meat and poultry supply so that the incidence and levels of toxic compounds present are held to the absolute minimum. According to the legal definition of adulteration of meat and poultry products, a product must be considered adulterated when it contains toxic substances which are considered or may be considered hazardous to health. This makes the detection of residues an essential part of the total inspection effort to detect adulteration in the meat supply. The Division:

Plans domestic and foreign residue monitoring and surveillance programs to detect the presence and extent of residues in meat and poultry.

Encourages residue programs within States and private industries, both on a cooperative and on an independent basis, and interacts with other Federal agencies to assure that their programs are not contributing to a toxic residue problem in meat and poultry.

Advises and counsels foreign governments about ways to operate a successful residue program so that imported meat does not contain residues.

Participates with Extension Service and professional organizations to increase producer awareness of the need to include consideration of residue control in their management programs.

ACTIVITY OBJECTIVES:

1. Plans and coordinates the functions of the domestic residue program.

Accomplishment 1: Hold two meetings of the Surveillance Advisory Team to assure that the FSQS residue program includes specific compounds of interest to FDA and EPA.

Accomplishment 2: Expand the scope of the residue program by adding seven new compound/species pairs to the total program.

Accomplishment 3: Complete initial screening of pesticides and drugs likely to result in residues in animals. Prepare listing of pesticide and drug compounds which may result in residues in poultry and domestic livestock. Assign priorities to the compound listed. Add 20 high priority compounds to Phase I and II of the Compendium Project.



Accomplishment 4: Participate in the Contamination Response System (CRS) in support of FSQS.

Accomplishment 5: Plan and supervise the Science residue monitoring program.

2. Expand the inplant testing program.

Accomplishment 1: Conduct initial surveys to update information on antibiotic residues in calves. Plan and implement special surveillance programs with MPI. Evaluate data obtained from surveillance programs. Organize data for presentation to calf industry.

Accomplishment 2: If successful in Accomplishment 1, implement STOP for calves in at least three States.

3. Increase producer knowledge concerning causative factors of toxic residues.

Accomplishment 1: Cooperate with Extension Service and Information Division to inform pork producers in four States with high sulfonamide residue violations.

Accomplishment 2: Cooperate with Extension Service and Information Division on an educational program in three States concerning antibiotic residues in calves.

4. Improve the Foreign Residue Program.

Accomplishment 1: Develop basic information on agricultural production practices for meat and poultry production in the United States to serve as an example of information desired from foreign countries.

Accomplishment 2: Obtain toxicological information and analytical methods for at least four compounds used in agricultural production in foreign countries which are not used in the United States.

Accomplishment 3: Review residue program in at least eight foreign countries to determine how all facets of their drug, pesticide, and animal testing programs interrelate.

TABLE 34 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
RESIDUE EVALUATION AND SURVEILLANCE DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Residue Program Operations	Ongoing	10	330
Accomplishment 1 - Surveillance Advisory Team	IV		
Accomplishment 2 - Expand Number of Compounds	III		
Accomplishment 3 - Develop Information	IV		
Accomplishment 4 - CRS Program	Ongoing		
Accomplishment 5 - Residue Monitoring Program	IV		
Objective 2 - Expand Inplant Testing		2	66
Accomplishment 1 - Evaluate Use of STOP in Calves	II		
Accomplishment 2 - Add Calves to STOP Program	III		
Objective 3 - Increase Producers Knowledge		2	66
Accomplishment 1 - Pork Producers Con- cerning Sulfonamide Residues	II		
Accomplishment 2 - Veal Calf Producers Concerning Antibiotics	III		
Objective 4 - Improve Foreign Programs		3	100
Accomplishment 1 - Obtain Information	III		
Accomplishment 2 - Obtain Toxicological Information	III		
Accomplishment 3 - Review Residue Pro- gram	IV		
TOTAL		17	562

**Section VIII**  
**ADMINISTRATIVE MANAGEMENT**



FY 1981 PROGRAM AREA PLAN  
FOR ADMINISTRATIVE MANAGEMENT

PROGRAM LEADER: Joseph Powers

PROGRAM ABSTRACT:

The Administrative Management Program area is responsible for providing administrative management services to meet FSQS needs. This program area participates with the Administrator in the planning and formulation of policies and programs for the effective direction of FSQS programs, and with other components of FSQS in developing and reviewing policy and procedures relating to FSQS programs. Additionally, Administrative Management provides all organizational segments of FSQS with a variety of administrative management services. These services include budget formulation, presentation and execution; financial analysis; personnel administration and resource management; organizational review, analysis and response; Agency information access and control; management of material procurement, real and personal property and office services; and labor management relations.

This program area executes cooperative agreements and Master Memoranda of Understanding for all agreements between FSQS and other agencies and all servicing agreements. Also, Administrative Management implements national, Department, and FSQS administrative management policies, program goals, and objectives. Administrative Management also coordinates activities and provides leadership, assistance, guidance, and expertise in the implementation of the Equal Employment Opportunity Program.

PROGRAM GOALS:

1. Present and justify the Agency's FY 1982 budget and formulation of the FY 1983 budget to the Department, OMB, and Congress.
2. Operate the budget execution for the Agency's financial resources and funds control.
3. Provide accounting system and procedures for improving FSQS financial management. Increase the economy, efficiency, and effectiveness of Agency accounting-related operations.
4. Procure required equipment, supplies, and services in a timely and cost-efficient manner.
5. Maintain a successful and effective labor-management program.
6. Operate an effective personnel management system, including the development and implementation of an aggressive affirmative action plan.

TABLE 35 - ADMINISTRATIVE MANAGEMENT PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Administrator	6	2	506	6
Office of the Deputy Administrator	5	2	173	2
Administrative Services Division	92	31	2,876	32
Budget, Planning & Evaluation Division	24	8	665	7
Finance Division	33	11	800	9
Personnel Division	130	44	3,676	41
Labor Management Relations Staff	7	2	277	3
Central Support & Miscellaneous Charges	--	--	13,326	<u>1/</u>
Program Standard Level User Charges (SLUC)	--	--	3,011	<u>1/</u>
Total Program Area	297	100	25,310	100

1/ Dollar resources are for Agency-wide use; thus, they are not prorated among activities.



FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
ADMINISTRATIVE SERVICES DIVISION

ACTIVITY LEADER: O. V. Cummings, Jr.

ACTIVITY ABSTRACT:

The Administrative Services Division (ASD) provides a variety of administrative support services to the FSQS program and management divisions. These services include technical assistance in developing specifications and requirements for construction, service, and equipment contracts, and interpretation of the standards for the procurement of materials and supply items. The searching out and awarding of contracts to small and minority contractors receives special emphasis. ASD is also responsible for the Agency-wide property management system, and for headquarters level messenger, supply, and labor support.

ASD formulates plans, policies, and procedures for records and correspondence management as well as forms and reports management. The establishment and maintenance of an effective user-oriented issuance system for FSQS is another Division responsibility. Additionally, ASD develops plans, policies, and procedures governing the Agency's printing, binding, and distribution systems, and tracks postage costs and other related data to meet postal requirements.

ACTIVITY OBJECTIVES:

1. Procure required equipment, supplies, and services in a timely and cost effective manner.

Accomplishment 1: Increase by 10 percent the procurement of goods and services from small, minority, and disadvantaged business enterprises. Initiate a small business set-aside contract for the analysis of meat and poultry products.

Accomplishment 2: Process all program requests for furniture, equipment, supplies, and services at the lowest possible cost.

Accomplishment 3: Award competitive contracts for those laboratory services previously under cooperative agreements with the States.

2. Maintain an effective personal and real property management control system.

Accomplishment 1: Coordinate the Agency's personal and real property inventory control system with the Department's Property Management and Information System (PMIS).

Accomplishment 2: Develop an automated system for managing the more than 200 leased vehicles the Agency anticipates receiving in October 1980.

Accomplishment 3: Acquire new facilities for the Poultry Grading Laboratory, Gastonia, North Carolina, and for the Compliance Staff, Lawrence, Kansas.

Accomplishment 4: Provide effective space management services to Agency personnel at headquarters and in the field.

Accomplishment 5: Develop a computerized space management information system, by individual office, for the space assigned to FSQS in the Washington, D.C., complex.

Accomplishment 6: Provide professional architectural and safety engineering service to the Science and Commodity Service program laboratories.

3. Provide effective mail, supply, messenger, and laborer services.

Accomplishment 1: Improve turn-around time in responding to headquarters personnel requests for administrative support.

4. Provide technical guidance, direction, and support to FSQS field activities.

Accomplishment 1: Conduct a minimum of 30 field reviews of administrative support activities to assure compliance with established procedures.

Accomplishment 2: Respond to all requests for guidance and direction in administrative matters and, when required, provide on-site assistance.

Accomplishment 3: Provide formal on-the-job training in procurement and property management activities for field administrative support personnel.

5. Maintain an effective and supportive paperwork management system.

Accomplishment 1: Develop a postage tracking system to assess the implications of new mail standards.

Accomplishment 2: Develop and implement an Agency-wide Crisis Management Program which will identify adequate emergency records to support defense assignments at national and field levels (formally the Vital and Emergency Records Program).

Accomplishment 3: Develop a simplified common-use filing and disposal system for the Poultry and Dairy Quality Division.

Accomplishment 4: Develop a work measurement system which will determine the costs and time required to develop and issue directives and notices; provide data on total pages issued, revised, or cancelled; and identify areas of high cost where savings can be realized.

Accomplishment 5: Conduct formal training workshops in the writing and processing of Agency directives.

6. Provide forms design and printing service meeting program needs.

Accomplishment 1: Issue a new forms catalog.

Accomplishment 2: Conduct a review of all forms used and reduce their number. Review all MPI regional forms and convert to FSQS forms.

TABLE 36 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
ADMINISTRATIVE SERVICES DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Procure Equipment, Supplies, and Services			
Accomplishment 1 - Procurement	I, II, III, IV	3	94
Accomplishment 2 - Process Program Requests	I, II, III, IV	4	94
Accomplishment 3 - Competitive Contracts	IV	4	93
Objective 2 - Maintain Control System			
Accomplishment 1 - Control System	II	4	120
Accomplishment 2 - Leased Vehicles	I	4	120
Accomplishment 3 - New Facilities	IV	4	120
Accomplishment 4 - Space Management	I, II, III, IV	4	120
Accomplishment 5 - Information System	III	3	120
Accomplishment 6 - Architectural Safety Engineering		3	120
Objective 3 - Provide Services			
Accomplishment 1 - Administrative Support	I, II, III, IV	21	825
Objective 4 - Support to FSQS Field Activities	I, II, III, IV		
Accomplishment 1 - Field Reviews	I, II, III, IV	3	58
Accomplishment 2 - Guidance and Assistance	I, II, III, IV	2	58
Accomplishment 3 - On-the-Job Training	I, II, III, IV	2	58
Objective 5 - Paperwork Management Program			
Accomplishment 1 - Postage Tracking	III	3	66
Accomplishment 2 - Crisis Management	II	3	65
Accomplishment 3 - Filing and Disposal	III	3	65
Accomplishment 4 - Work Management	III	3	65
Accomplishment 5 - Formal Training	I, II, III, IV	2	65
Objective 6 - Provide Forms, Design, and Printing			
Accomplishment 1 - Forms Catalog	I, II, III, IV	9	275
Accomplishment 2 - Forms Revisions	I, II, III, IV	8	275
TOTAL		92	2,876

FY 1981 PROGRAM PLAN FOR THE BUDGET,  
PLANNING AND EVALUATION DIVISION

ACTIVITY LEADER: William West

ACTIVITY ABSTRACT:

The Budget, Planning and Evaluation Division is responsible for the guidance, direction, and coordination of the overall budget; planning and forecasting; and evaluation of the processes necessary to meet Agency and Department requirements, including: formulation, presentation, justification, and execution of the budget. In addition, the Division participates in establishing program objectives, quarterly milestones, and annual budget targets. Also, the Division coordinates development of annual travel plans and other operational and/or technical plans. Another function includes tracking, reviewing, and evaluating program budget progress on a continuing basis to identify trends and potential and actual problems.

ACTIVITY OBJECTIVES:

1. Present and justify the Agency's FY 1982 budget.

Accomplishment 1: Present the FY 1982 budget to Department officials, OMB, and Congress. Prepare and submit approximately 12 budget schedules to the Department, OMB, and Congress in the form of the President's Budget. Coordinate the development of two Opening Statements and the presentation of the FY 1982 budget to Congress.

Accomplishment 2: Justify the FY 1982 budget to the Department, OMB, and Congress. Review and implement the Department and OMB marks, prepare briefings on the impact of these marks, and when necessary, prepare data for appeal of the allowances. Prepare approximately 300 pages of questions and answers and issue papers to prepare witnesses for congressional hearings. Coordinate the editing of approximately 350 pages of congressional transcripts and assist in developing answers to approximately 200 congressional questions for the hearing record.

2. Formulate the FY 1983 Zero-Base Budget (ZBB).

Accomplishment 1: Develop the FY 1983 ZBB structure. Review the program structure to maximize management utility. Review 26 existing program and activity decision units by the end of January. Complete the process of determining program and activity structure by mid February.

Accomplishment 2: Formulate the FY 1983 ZBB. Coordinate the preparation, review, and analysis of 22 program decision unit summaries by the end of March. Coordinate the development, review, and analysis of major program initiatives to include the evaluation of savings/costs resulting from the initiatives by mid-March. Coordinate the preparation, review and analysis of 64 program



decision packages by mid-April. Prepare 24 activity decision packages by May 30. Prepare 100 pages of supporting data and schedules in early July.

3. Operate budget execution for the Agency's financial resources and funds control and improve the fund control system.

Accomplishment 1: Develop and implement the Agency financial operating plans. Assist in the development, review, and implementation of 86 annual operating plans for Agency suborganizations. Make recommendations for revising and assist in implementing revisions to about 70 operating plans.

Accomplishment 2: Control the Agency budget. Report overall use of planned funds to the Department and OMB by means of four apportionment schedules. Prepare and issue 10 allotment schedules and 61 allocations for internal Agency funds control and use of funds for purposes specifically restricted by Appropriations Act language.

Accomplishment 3: Monitor and keep Agency management informed of status of funds authorization and utilization relative to total Agency availability and operating plans. Prepare and present 13 4-week reports to the Administrator, Associate Administrator, Deputy Administrators, and other Agency managers on the status of funds authorization and utilization.

Accomplishment 4: Prepare budget schedules and supporting documentation for Agency budget request.

Accomplishment 5: Analyze and evaluate the form and content of the monthly, quarterly, and end-of-year external reports generated from the accounting system operated for the Agency by the National Finance Center and make recommendations for new or revised reports or summaries, which will improve and enhance budget execution and control functions.

Accomplishment 6: Initiate periodic analyses and reviews to determine trends in staff and program resource utilization (i.e. Agency use of other than full-time permanent positions, details, change of station, overtime, etc.).

4. Provide miscellaneous other services. This includes: budget coordination of Interagency Regulatory Liaison Group, costing out legislation, GAO responses, congressional inquiries and special reports and analyses.

TABLE 37 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
BUDGET, PLANNING AND EVALUATION DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Agency Budget			
Accomplishment 1 - Presentation	II	2.5	72
Accomplishment 2 - Justification	III	3.5	101
Objective 2 - Zero Base Budget			
Accomplishment 1 - Structure	II	1.0	29
Accomplishment 2 - Formulation	IV	3.0	87
Objective 3 - Budget Execution			
Accomplishment 1 - Financial Plans	I	1.0	29
Accomplishment 2 - Funds Control	II	2.0	58
Accomplishment 3 - Status Reports	Ongoing	4.0	115
Accomplishment 4 - Budget Schedules	I	1.0	29
Accomplishment 5 - Accounting Reports	IV	2.0	29
Accomplishment 6 - Analysis	IV	2.0	58
Objective 4 - Miscellaneous	Ongoing	<u>2.0</u>	<u>58</u>
TOTAL		24.0	665



FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE FINANCE DIVISION

ACTIVITY LEADER: June P. Blair

ACTIVITY ABSTRACT:

The Finance Division provides staff leadership as well as financial management services and assistance to the Food Safety and Quality Service managers and program leaders in the areas of accounting, fund control, and financial reporting. In this capacity the division functions as the liaison with the National Finance Center (NFC) in providing our Agency with an accounting system within the framework of the Department's Centralized Accounting System concept.

FSQS is one of two USDA services designated by the Office of Operations and Finance to discharge USDA's cognizant Federal agency assignments made by the Office of Management and Budget (OMB). In FSQS, Finance Division is responsible for the negotiation of State grantee departments' cost allocation plans, as well as for carrying out the other provision of the Circular.

ACTIVITY OBJECTIVES:

1. Provide technical assistance and guidance on interpretations of laws, regulations, policies and decisions relating to fiscal activities.

Accomplishment 1: Provide assistance on approximately 1,000 travel inquiries and review approximately 100 travel authorizations, domestic and foreign, for compliance with applicable regulations and recommend approval.

Accomplishment 2: Perform three audits of imprest fund activities.

2. Interface with the centralized accounting system, NFC, by serving as focal point for the receipt and processing of all miscellaneous payment and collection functions not performed by NFC.

Accomplishment 1: Process approximately 6,500 miscellaneous invoices for payment and collections for deposit through NFC.

Accomplishment 2: Update centralized accounting system at the end of each accounting period with estimates of all miscellaneous unpaid accrued obligations. Approximately 3,800 transactions will be required.

Accomplishment 3: Administer the Letter of Credit program through the Treasury Regional Disbursing Offices for financing States' costs under the Meat and Poultry Inspection cooperative program. This will include processing approximately 360 authorizations and monitoring approximately 500 draw downs.

Accomplishment 4: Analyze approximately 600 internal and external accounting reports and interpret the results.

3. Provide accounting system and procedures for improving FSQS financial management. Increase the economy, efficiency, and effectiveness of Agency accounting related operations.

Accomplishment 1: Prescribe 40 overall accounting systems, instructions, and procedures to meet the needs of the Agency. Review current procedures and provide for revisions due to program and policy changes.

Accomplishment 2: Plan and conduct four surveys of accounting systems and procedures to determine whether positive and sound accounting and financial management policies are in effect. Recommend integrated plans, policies, and programs for financing various programs.

Accomplishment 3: Have 500 technical consultations with and provide guidance to program officials on financial problems and operations. Provide three training programs for FSQS personnel on new or revised financial management systems and procedures.

4. Support FSQS financial management through the conduct of field reviews, negotiations of indirect cost rates, resolution of fiscal audit exceptions, and performance of special projects.

Accomplishment 1: Conduct field reviews of 6 FSQS operations and 10 State organizations cooperating in the Federal-State Meat and Poultry Inspection Program.

Accomplishment 2: Negotiate approximately 30 indirect cost rates for State grantee organizations for which FSQS acts as the cognizant Federal agency.

Accomplishment 3: Review, analyze, and resolve findings with financial management implications contained in Office of the Inspector General (OIG) program-related audit reports, and fiscal audit exceptions contained in indirect cost proposal audit reports, within 45 days of receipt.

Accomplishment 4: Perform two special projects for the purpose of assisting management in making program and policy decisions.

TABLE 38 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FINANCE DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Technical Assistance			
Accomplishment 1 - Travel Policy	IV	3.0	67
Accomplishment 2 - Imprest Fund	IV	1.0	24
Objective 2 - Accounting			
Accomplishment 1 - Miscellaneous Payments and Collections	IV	6.0	108
Accomplishment 2 - Update Central Accounting System	IV	3.0	67
Accomplishment 3 - Letter of Credit Cooperative Programs	IV	3.0	67
Accomplishment 4 - Internal and External Report Analysis	IV	6.0	100
Objective 3 - Policies and Procedures			
Accomplishment 1 - Accounting Systems and Procedures	IV	3.0	90
Accomplishment 2 - Financial Surveys	IV	1.5	49
Accomplishment 3 - Technical Advice	IV	1.5	42
Objective 4 - Field Review and Analysis			
Accomplishment 1 - Field Reviews	IV	3.0	101
Accomplishment 2 - Indirect Cost Ratios <u>1/</u>	IV	1.0	43
Accomplishment 3 - Fiscal Audit Exceptions <u>2/</u>	IV	.5	28
Accomplishment 4 - Special Projects	IV	<u>.5</u>	<u>14</u>
TOTAL		33.0	800

1/ Contingent upon the timely submission of indirect cost proposals by State organizations and timely approval of Statewide Cost Allocation Plans by the Department of Health and Human Services.

2/ Contingent upon the number of audits performed for FSQS by OIG and/or their representatives.

FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE PERSONNEL DIVISION

ACTIVITY LEADER: W. J. Hudnall

ACTIVITY ABSTRACT:

The Personnel Division aids FSQS management officials in achieving effective personnel management as part of their overall management responsibility. Support includes: planning, staff leadership, operation of the personnel management system, and assistance in a variety of areas. These areas include: organization, position management, position classification, and salary and wage administration; recruitment and placement; safety; employee development and training with respect to executive and managerial development, supervisory training, administrative and clerical training and related activities; and employee relations.

ACTIVITY OBJECTIVES:

1. Maintain an effective personnel management planning system.

Accomplishment 1: Operate the Personnel Division Goals and Objectives System as a major vehicle for planning, and incorporate the performance elements of the Merit Pay Program into the system.

Accomplishment 2: Complete nine major Personnel management initiatives including: two major classification standards, executive staff officer training program, nationwide adult basic education program, science/management program for technical supervisors, new employees assistance program, ethics and conduct media-based training program, performance appraisal system for GS/WG 1-15, revise the FSQS Merit Promotion Plan, and develop a retirement counseling program.

2. Operate an effective Personnel Management System.

Accomplishment 1: Properly classify FSQS positions and administer pay including: 4,000 classification actions; 400 classification audits, 3 organizational studies, 2 occupational studies, and 10 position management studies.

Accomplishment 2: Facilitate effective employment activities including: staffing of FSQS vacant positions by recruitment; reassignment, promotion and transfer; proper evaluation of employee performance; and efficient provision of employee benefits. These include: 700 appointments, 450 competitive appointments and 500 promotions.

Accomplishment 3: Provide for adequate employee development, safety, and health. This will include: 57 scheduled training courses (1,425 employees trained for a total of 45,000 hours); and 2 major accident investigations.

Accomplishment 4: Successfully maintain employee standards of conduct through preventive employee relations and disciplinary action; encourage improved productivity through incentive awards; and achieve proper adjustment of grievances, appeals, and EEO complaints. This will include: 80 letters of charges, 15 oral conferences, 20 reprimands and cautions, 30 suspensions (1-14 days), 5 suspensions (over 14 days), 10 removals, 5 negotiated grievances, 15 arbitrations invoked, 15 administrative grievances, 5 dispute resolutions, 50 FOIA/Privacy Act requests, 100 EEO informal complaints, 30 EEO formal complaints, 40 NACI reviews, 5 WGI reconsiderations, 15 fitness-for-duty requests, 400 award nominations and employee suggestions, 30 congressionals, 10 litigation cases, 290 conflict of interest cases, 25 presentations, 3 directives and notices, 2,750 financial interest forms reviewed, 45 EEO counselors trained, and 20 miscellaneous activities (assaults, suspension of licenses, whistle blower complaints, EEO inquiries, consultations, etc.).

3. Regularly evaluate the effectiveness of the FSQS Personnel Management System.

Accomplishment 1: Complete five scheduled FY 1981 onsite Personnel Management Assistance Reviews (PMAR's).

TABLE 39 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PERSONNEL DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Planning			
Accomplishment 1 - Goals & Objectives	IV	.5	10
Accomplishment 2 - Nine Major Initiatives	IV	13.0	962 <u>1/</u>
Objective 2 - Operations			
Accomplishment 1 - Classification	IV	19.0	321
Accomplishment 2 - Employment	IV	50.0	795
Accomplishment 3 - Employee Develop- ment, Safety and Health	IV	12.0	965 <u>2/</u>
Accomplishment 4 - Employee Relations	IV	32.0	505
Objective 3 - Evaluation			
Accomplishment 1 - FY 1981 PMAR's	IV	<u>3.5</u>	<u>118</u>
TOTAL		130.0	3,676

1/ Includes funds for start-up cost for new training.

2/ Includes central training funds.



FY 1981 PROGRAM ACTIVITY PLAN FOR  
LABOR MANAGEMENT RELATIONS

ACTIVITY LEADER: Robert L. Cunningham

ACTIVITY ABSTRACT:

The Labor-Management Relations (LMR) staff serves as liaison between FSQS management at all levels and the various supervisory and labor organizations representing FSQS employees.

To obtain the goal of a viable labor-management relations program, the staff coordinates and maintains an effective communications system within FSQS. This program activity provides a forum for the meaningful exchange of information with employee organizations; participates with the Deputy Administrator in the overall formulation of FSQS labor-management relations policies, and programs; emphasizes Agency policy on labor-management relations; and works with program management to gain complete acceptance and implementation of that policy.

ACTIVITY OBJECTIVES:

1. Represent the Agency in dealings with employee organizations and third parties.

Accomplishment 1: Fully develop and prepare Agency positions and represent the Administrator as chief spokesperson in contract negotiations with unions.

Accomplishment 2: Fully develop and prepare Agency positions, and represent the Administrator in impasse proceedings before the Federal Service Impasses Panel (FSIP).

Accomplishment 3: Fully prepare and develop the Agency positions, and represent the Administrator in hearings and all verbal communications with the Federal Labor Relations Authority (FLRA) concerning settlement of negotiability disputes.

Accomplishment 4: Schedule, organize, conduct, and represent the Administrator in 18 consultation meetings with the unions and supervisory organizations; attend and participate in bi-weekly consultation meetings with supervisory organizations. Attend and participate as the Administrator's representative at 16 general meetings sponsored by unions.

Accomplishment 5: Develop, prepare the Agency position, and represent the Administrator in verbal communications with FLRA concerning settlement of unfair labor practices and appropriate bargaining units in FSQS.

2. Provide advice and staff assistance to managers and supervisors.

Accomplishment 1: Answer inquiries, provide advice, guidance, and contract interpretation to Program managers and supervisors in handling of specific LMR problems and policy.

Accomplishment 2: Review the content and make recommendations and/or revisions to all final grievance responses under the Negotiated Grievance Procedure (NGP) for accuracy, appropriateness, consistency, contract interpretation, and potential Program implications.

Accomplishment 3: Provide advice, guidance and assistance on arbitration cases. Make recommendations to the Administrator before decisions are made on proceeding to arbitration and/or on appealing an arbitrator's award.

Accomplishment 4: At Administrator's direction, either chair or fully participate as a member of task forces or committees that have Agency-wide and/or Program-wide implications (approximately six task forces). Participate as full team member in five Program Management Assistance Reviews.

Accomplishment 5: Formulate, prepare and instruct five Basic LMR, and four Advanced LMR training courses for supervisors. Conduct other seminars and training as requested, for Agency, Department, the OPM Labor Relations Training Center, and other parties.

3. Stay informed on all personnel policies, practices and matters affecting working conditions of employees.

Accomplishment 1: Maintain in-house library of information, case law, and policy statements from third parties, research and remain current on decisions of the Comptroller General and other sources concerning relevant LMR matters.

TABLE 40 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
LABOR MANAGEMENT RELATIONS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Represent the Agency			
Accomplishment 1 - Agency Position			
Negotiations	Ongoing	1.8	70
Accomplishment 2 - Schedule/Represent/ Impasse Proceedings	Ongoing	.1	6
Accomplishment 3 - Negotiability Disputes	Ongoing	.3	15
Accomplishment 4 - Attend/Consultations and Union Meetings	Ongoing	.4	17
Accomplishment 5 - Unfair Labor Practices	Ongoing	.7	24
Objective 2 - Provide Advice and Assistance			
Accomplishment 1 - Advice, Guidance/ Program Managers, Supervisors	Ongoing	1.0	38
Accomplishment 2 - Review Grievances	Ongoing	.4	15
Accomplishment 3 - Advice, Guidance/ Arbitration	Ongoing	.1	6
Accomplishment 4 - Task Forces/PMARS	Ongoing	.4	18
Accomplishment 5 - Basic LRM Training, Advanced LMR Training, Conduct Seminars	IV	.6	30
Objective 3 - Stay Current			
Accomplishment 1 - Inhouse Library/ Third Parties/Research	Ongoing	<u>1.2</u>	<u>38</u>
TOTAL		7.0	277

**Section IX**  
**EQUAL EMPLOYMENT OPPORTUNITY**



FY 1981 PROGRAM AREA FOR THE ADMINISTRATOR'S  
EQUAL EMPLOYMENT OPPORTUNITY STAFF

PROGRAM LEADER: John B. Taylor, III

PROGRAM ABSTRACT:

The FSQS Equal Employment Opportunity (EEO) policy is to assure equality for all persons without regard to race, color, religion, sex, age, national origin or handicap. A person's merit and performance will be the only criteria in hiring, promoting, training, detailing, reassigning, transferring and other personnel actions in pursuit of the accomplishment of FSQS' primary mission. In accordance with Section 7 of the FSQS Statement of Organization, Functions and Delegations of Authority, the EEO staff is responsible for a multiplicity of functions.

The staff formulates, develops and prepares directives, regulations, and other written publications on EEO for the Agency and informs managers, supervisors and all employees of their rights and responsibilities under the EEO Program.

The staff analyzes the status of FSQS-EEO programs and develops and recommends specific actions designed to be implemented by line management officials. The staff keeps the FSQS Administrator and top staff officials informed on the progress and problems in the Agency's EEO program. When program problems are identified, the EEO staff recommends and coordinates efforts to implement solutions. Also, the staff assures that officials designated to receive formal EEO complaints transmit such complaints to the Director of EEO within the prescribed limitations. This is followed up with the appointed Agency representative to see that an attempt to informally resolve the EEO complaint takes place within 10 days after the investigative report and that a proposed disposition is prepared within another 15 days.

Proposed changes in Agency policies that affect personnel are reviewed to determine whether these changes will have an impact on the employment of the protected racial/ethnic sex groups. The staff assures that all eligible employees are informed of the Upward Mobility Program of the USDA, and that training plans for the program's selected employees begin on schedule. Also, the staff coordinates Agency EEO committees which represent the FSQS workforce, arranges committee meetings to set up projects, and follow up on the implementation of the committee's recommendations.

Other EEO staff functions include: Consulting employees and unions for EEO counselor nominations as the terms of present counselors expire; assuring that EEO counselors receive initial training from the Equal Employment Opportunity Commission (EEOC) and supplemental training in Agency personnel management programs.

Joint efforts to promote EEO include the following:

Participating with the Agency Personnel Office and the Deputy Administrators in developing a formal FSQS Upward Mobility Program and a Federal Equal



Opportunity Recruitment Program; meeting regularly with the Federal Women's Program Managers (FWPM), the Hispanic Employment Program Managers (HEPM) at the Agency, Department, and regional levels, the Office of Personnel Management (OPM), and the Equal Employment Opportunity Commission (EEOC), developing field activities and projects for the Agency's special emphasis program managers and combining these efforts into the total EEO Program; evaluating the EEO activities of subordinate organizational levels; and clearing matters from the Office of Personnel which impact on the EEO Program.

The Agency's EEO program is carried out in cooperation with resources provided in the various program areas and MPI regions. Additional resources expected to be furnished by these program areas for FY 1981 amount to 175 full-time personnel with assigned part-time EEO duties costing \$650,000 in salaries and \$800,000 in other expenses. These part-time duties consist of EEO advisory committee membership, EEO counselors, special emphasis program managers FWPM and HEPM, native american recruitment coordinators, recruiters and regional EEO coordinators.

Each Program area and region has employees assigned to these duties. They assist in planning and developing the Affirmative Action Plans (AAP) for their program area or region and advise their Deputy Administrator or Regional Director on EEO matters. They also provide counseling services to employees who make allegations of discrimination and assist the Agency in its recruitment and community outreach programs, as well as perform other EEO duties as assigned.

#### PROGRAM GOALS/OBJECTIVES:

1. Provide training and technical assistance to all program and regional personnel in the development and implementation of the FY 1982 Multi-year Affirmative Action Plans.

Accomplishment 1: Train all EEO chairpersons, coordinators, and special emphasis program managers throughout the Agency.

Accomplishment 2: Train all EEO committee members and program officials assigned EEO responsibilities.

2. Develop, issue and implement Agency regulations on Affirmative Action Programs and civil rights in accordance with Department guidelines.

Accomplishment 1: Develop and implement Affirmative Action Plan (AAP) for FY 1982 through FY 1987.

Accomplishment 2: Design and implement an internal data collection and monitoring system to supplement the data provided in the Department's EEO Evaluation and Planning System.

Accomplishment 3: Issue FSQS directives reflecting our regulatory responsibilities under Title VI and Title VII; and reissue policy direction establishing specific targets with respect to: upward mobility, cooperative education, EEO training for line supervisors, and community outreach.

Accomplishment 4: Increase FSQS's level of participation with minority businesses by initiating contracts with 8(a) firms.

Accomplishment 5: Develop and initiate an exchange training program under the Intergovernmental Personnel Training Act (IPA) with five traditionally Black colleges and universities.

3. Develop and recruit EEO Specialists for Agencywide field operations to be located in each of the MPI regional Major Operational Components (MOC).

Accomplishment 1: Develop and establish position descriptions for five EEO specialists for the field.

Accomplishment 2: Recruit five EEO specialists.

TABLE 41 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
EEO Staff	6	100	300	100
Total Program Area	6	100	300	100

TABLE 42 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EQUAL EMPLOYMENT OPPORTUNITY

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Train All EEO Personnel			
Accomplishment 1 - Train EEO Chair- person, Coordinators and Special Emphasis Program Managers	II	.5	31
Accomplishment 2 - Train all EEO Committee Members and Program Officials	II	1.1	72
Objective 2 - Affirmative Action Plan <u>1</u> /			
Accomplishment 1 - Multi-Year AAP for FY 1982 through FY 1987	I	2.5	119
Accomplishment 2 - Implement Internal Data Collection and Monitoring System	IV	.7	20
Accomplishment 3 - FSQS Policy Directive and Policies	IV	.2	9
Accomplishment 4 - FSQS Participa- tion with Minority Businesses	IV	.2	22
Accomplishment 5 - Develop Ex- change Programs	IV	.2	9
Objective 3 - Recruit EEO Specialists			
Accomplishment 1 - Establish Position Descriptions	IV	.3	9
Accomplishment 2 - Recruit EEO Specialists	IV	<u>.3</u>	<u>9</u>
TOTAL		6.0	300

1/ Assumes affirmative action planning is done currently on a fiscal year basis with the objectives being accomplished by support of all program Deputy Administrators and the Administrator's office.

**Section X**  
**INFORMATION AND LEGISLATIVE AFFAIRS**



FY 1981 PROGRAM AREA FOR INFORMATION  
AND LEGISLATIVE AFFAIRS

PROGRAM LEADER: Kevin Murray

PROGRAM ABSTRACT:

The mission of the Information and Legislative Affairs Staff (ILA) is to effectively communicate with the public, Congress, other Government agencies, and internal audiences about FSQS programs and activities. As part of this mission, the staff supports Agency efforts to gain and increase citizen participation in regulatory decision-making.

The Director of ILA manages a staff of 51. The staff is divided into six groups: Program Services, Outreach Services, Media Services, Legislative Affairs, Executive Correspondence and Special Assignments Staff and the Office of the Director. The staffs analyze Agency programs and plans and develop, select, and distribute written and audio-visual materials that best communicate information about particular agency objectives and actions to specific audiences. The ILA groups complement one another in carrying out each communication objective.

Program Services works primarily with Agency program staffs in preparing materials about FSQS for distribution to the public. The group prepares news releases, factsheets, background papers, feature articles, briefing materials for use by key agency officials, and other written assignments. Program Services keeps up-to-date on all Agency activities to enable it to answer press inquiries and serve as a resource for Agency personnel.

Outreach Services also works closely with FSQS program staffs to develop informational materials about FSQS, including a consumer newsletter, a summary of food purchases and "News Watch," a daily clipping service. This office plans, coordinates, and participates in briefings, hearings, and public information campaigns. In addition, Outreach represents the Agency at various conferences and meetings. It also arranges for printing services for all FSQS public information materials, serving as the primary liaison with the Department's Office of Governmental and Public Affairs. It also maintains mailing lists, manages FSQS publication stocks, and distributes Agency publications on request.

Media Services provides audiovisual communication services for the Agency and coordinates the planning, production, and evaluation of audiovisual materials. This staff produces public service announcements that communicate important food safety and quality information to consumers over radio and television. It also distributes "hard" news about Agency actions to the radio and television media and coordinates the production of visuals for publications, budget briefings, and conferences.

Legislative Affairs plans, develops and coordinates activities in support of FSQS legislative positions and maintains lines of communication about legislative activities between the Agency and other groups--including Congress, the public, other government agencies, and interested sectors in private industry. As part of this function, this group responds to queries from legislators, their staff and the public.



The Executive Correspondence and Special Assignments Staff works closely with program staffs in the Agency. The group is responsible for researching and drafting responses to congressional and public correspondence concerning the Meat and Poultry Inspection Program, the Compliance Program, and the Science Program. The staff researches and prepares responses to written consumer complaints, often speaking with consumers by phone. The group compiles information from program staffs to respond to such complaints. This insures that program staffs are promptly informed so that complaints indicating potential health hazards may be investigated and any corrective or enforcement action necessary may be taken. The staff also provides writing and editing services to the Agency, carrying out special assignments as requested.

The Office of the Director is responsible for all administrative functions of the ILA staff, including personnel, budget, planning, supplies and equipment; and for special projects.

In addition to the groups described above, five regional information offices help keep the Washington staff informed about regional developments and reactions that relate to FSQS programs and concerns; help attain maximum usage of press releases, factsheets, publications, films and radio-TV materials; arrange for media contacts, interviews and appearances for Agency officials or members of the Secretary's office; conduct workshops and lead discussions for consumer groups, homemaker groups, educators and school and college classes; help obtain public participation in FSQS rulemaking and answer a wide variety of inquiries and requests from the media and the public.

#### PROGRAM GOALS/OBJECTIVES:

1. To communicate information about Agency goals, objectives and activities to the public.

Accomplishment 1: Write and clear 150 news releases and feature stories; contributions for other publications to explain major decisions and activities of FSQS, and write, clear, design, and print approximately 20 publications, periodicals and factsheets on FSQS programs and issues for use by the public.

Accomplishment 2: Plan, produce, coordinate, and distribute 30 radio and television spots, 50 radio-TV news features, slide shows and exhibits that highlight FSQS activities.

Accomplishment 3: Respond to telephone inquiries from the news media and the general public; respond to letters and inquiries from industry interested in FSQS issues, and respond to approximately 1,900 letters from the general public.

Accomplishment 4: Consumer Education.

- a. Plan and conduct activities to inform consumers about the impact of meat and poultry inspection during commemoration of the 75th anniversary of the Meat Inspection Act of 1906. Activities will include preparing

and distributing a slide show, brochure, and exhibit on the inspection program.

- b. Develop and distribute an education program on food quality to every public and private elementary school in the country. Develop and distribute educational programs on food safety to every public and private elementary, junior high, and senior high school in the country. Additional copies will be made available on request.
- c. Develop and provide MPI with an educational kit for inspectors to use when speaking to citizen groups.

2. To communicate information about Agency goals, objectives and other activities to Congress and to other government agencies.

Accomplishment 1: Prepare, coordinate and seek congressional approval of proposed FSQS legislative package; prepare and coordinate about 30 reports of Agency views on legislation and prepare and coordinate about 10 briefings for congressional hearings.

Accomplishment 2: Respond to approximately 900 congressional letters and 2,000 phone calls and personal inquiries.

Accomplishment 3: Plan and conduct briefings and meetings relating to FSQS activities.

Accomplishment 4: Participate in intergovernmental group activities.

3. To communicate information about Agency goals, objectives and activities to Agency and departmental employees.

Accomplishment 1: Distribute 60 copies each of the "Daily Summaries of the Federal Register," "Congressional Record," and the "Legislative Weekly Activity Report."

Accomplishment 2: Prepare and distribute 40 copies each of the daily "News Watch;" develop the bi-weekly MPI memorandum "The Drum," and distribute copies to MPI regional directors and key headquarters officials.

Accomplishment 3: Develop and distribute six issues of "Food News for Consumers."

4. To provide support services to officials within the Department, Agency and programs.

Accomplishment 1: Prepare FSQS briefing books on major Agency issues by key personnel; prepare background materials for speaking engagements, and prepare background materials for use on official trips by key personnel and Department personnel.

Accomplishment 2: Develop visual materials for FSQS initiatives, internal activities, congressional hearings and other meetings.

Accomplishment 3: Maintain liaison with regional information offices.

TABLE 43 - INFORMATION AND LEGISLATIVE AFFAIRS PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Information and Legislative Affairs	51	100	2,069	100
Total Program Area	51	100	2,069	100

TABLE 44 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
INFORMATION AND LEGISLATIVE AFFAIRS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Communicate to the Public			
Accomplishment 1 - Releases, Publications	Ongoing	11.3	347
Accomplishment 2 - Radio-TV, Slides, Media	Ongoing	4.6	389
Accomplishment 3 - Inquiries and Correspondence	Ongoing	8.8	283
Accomplishment 4 - Consumer Education			
a. 75th Anniversary	Ongoing	1.8	54
b. Education Program	Ongoing	1.4	54
c. Educational Kits	Ongoing	1.4	54
Objective 2 - Communicate Information to Congress, Other Government Agencies			
Accomplishment 1 - Legislative Package, Reports	Ongoing	2.8	109
Accomplishment 2 - Congressional Inquiries	Ongoing	3.2	118
Accomplishment 3 - Briefings, Meetings	Ongoing	1.9	80
Accomplishment 4 - Intergovern- mental Work	Ongoing	1.7	72
Objective 3 - Communicate Information to Agency, Departmental Employees			
Accomplishment 1 - Prepare Summaries	Ongoing	1.4	66
Accomplishment 2 - "News Watch" and "Drum"	Ongoing	1.4	70
Accomplishment 3 - "Food News for Consumers"	Ongoing	1.9	80
Objective 4 - Provide Support Services to Agency, Department Officials			
Accomplishment 1 - Background Materials	Ongoing	1.9	79
Accomplishment 2 - Visual Materials	Ongoing	4.6	160
Accomplishment 3 - Regional Information Offices	Ongoing	<u>.9</u>	<u>54</u>
TOTAL		51.0	2,069



**Section XI**  
**POLICY AND PROGRAM PLANNING**





## FY 1981 PROGRAM AREA FOR POLICY AND PROGRAM PLANNING

PROGRAM LEADER: John W. McCutcheon

### PROGRAM ABSTRACT:

The Policy and Program Planning staff performs a number of staff functions for the Administrator of FSQS and operates some services as an Agency-wide activity for all of the program areas. These functions are organized into four divisions: Policy Development and Public Participation Division, Program Planning and Evaluation Division, Manpower and Management Planning Division, and the Executive Secretariat.

The staff functions for the Administrator include the development of policy options for Agency management to consider in the formulation of new policies. One such study completed last year presented options for changes in the grading program to increase the usefulness of grading information to consumers. In 1980 the staff produced the first annual plan for the Administrator that presented all the program objectives and proposed accomplishments for each FSQS program area.

The staff also maintains the FSQS work plan, which indicates monthly the progress being made on all new regulations that are being developed by FSQS. Each year the Agency produces approximately 80 new or revised regulations.

In addition to providing services to the Administrator, the staff performs a number of functions that serve all the program areas. The staff provides support in the preparation of economic impact statements that examine the impact of proposed regulations on industry and consumers. During 1980 the staff completed approximately 20 analyses for the program areas and supported the program areas in their preparation of approximately 60 additional statements. This staff also operates the Information Processing Center, which provides report preparation services for any program area that needs such aid. During this last year the Public Participation Branch was organized; it aided FSQS by preparing plans for obtaining public views and involvement in the development of major Agency regulations. The staff developed public participation plans for the following significant regulatory actions: the study of the usefulness of current grading information to consumers and the subsequent advanced notice of proposed rulemaking to present options for changes in food grading policy; for the proposal to make changes in the net weight system used for meat and poultry products, and proposals to change food labeling policy. The Branch also developed a consumer complaint handling system. In addition, the Policy and Program Planning unit includes the FSQS Freedom of Information Office, which coordinates the responses for all freedom of information requests. During 1980 the staff responded to about 500 such requests. The staff also provides support for the program areas in the operation and development of computer systems.

PROGRAM GOALS:

1. To improve computer system support to the programs by aiding them to develop a planning system that will predict computer support needs in future budget requests.
2. To expand staff resources to perform more policy studies for the Administrator.
3. To develop a long-range planning process to complement the annual planning activities.
4. To expand equipment capabilities in the word processing center to maintain the level of service and meet an increasing work load, but without increasing staff size.
5. To increase public participation in and consumer awareness of FSQS decision-making process.

TABLE 45 - POLICY AND PROGRAM PLANNING PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1981

Program Activity	FY 1981 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Director	4	6	104	4
Executive Secretariat	18	28	387	15
Manpower and Management Planning Division	30	46	1,323	52
Policy Development and Public Participation Division	9	14	625	25
Program Planning and Evaluation Division	4	6	109	4
Total Program Area	65	100	2,548	100

FY 1981 PROGRAM ACTIVITY PLAN  
FOR THE EXECUTIVE SECRETARIAT

ACTIVITY LEADER: Linda Wood

ACTIVITY ABSTRACT:

The Executive Secretariat is responsible for the following functions:

Administration of the Freedom of Information Act (FOIA) and Privacy Act (PA). This entails developing Agency policy and procedures for complying with the Acts; handling all requests for discretionary disclosure of exempted material; preparing final Agency decisions; advising management officials in the field and at headquarters on sensitive problems or issues related to the release or withholding of information.

Management of the FSQS Information Processing Center (IPC). The IPC provides information processing service to all headquarters staff offices and also transmits bulletins and newsletters to the Meat and Poultry Inspection Program regional offices via communicating equipment. The Center is designed to provide quick revision services on lengthy, often revised high priority documents such as dockets, impact analyses, speeches, and reports. In addition, the IPC prepares manuals, standard letters, and all congressional correspondence.

Management of Agency level priority assignment tracking systems. These systems are designed to assure that the Administrator and the Deputy Administrators are aware of the status of assignments, projects, correspondence, and regulatory actions which are being worked on in various levels of the Agency. Included are the monthly workplan, weekly assignment status sheet for the Office of the Administrator, and controlled correspondence reports. In addition, the Executive Secretariat edits the "Week-in-Review" report, which informs top management of current program activities; and manages the flow of correspondence within the Office of the Administrator.

Coordination of special projects and conference support. At the request of the Administrator, the Executive Secretariat coordinates projects which cross program lines. This includes assembly, analysis, and presentation of program information in response to requests from industry, foreign governments, and other Federal agencies.

As the FSQS liaison with the Department's International Training Division, the Executive Secretariat coordinates development of individualized Agency programs for training and orientation of foreign visitors.

The Executive Secretariat provides administrative support and staff services to internal and external conferences, such as meetings of the Advisory Committee on Meat and Poultry Inspection.

## ACTIVITY OBJECTIVES:

### 1. Administer the FOIA and PA.

Accomplishment 1: Provide responses to an estimated 525 requests.

Accomplishment 2: Establish an FOIA/PA training program presentation by FOIA staff members and others concerned with FOIA/PA matters to interested persons in program headquarters and field offices. The training program, which will be designed as a 1-day presentation, will include brief histories of the FOIA and the PA Act of 1974, a short explanation of exemptions, a discussion of agency procedures for handling FOIA and PA requests, a discussion of the application of the FOIA and PA to certain types of Agency records, and an explanation of some of the problems faced by the FOIA/PA staff and those program personnel concerned with FOIA/PA matters in processing requests.

### 2. Provide timely centralized information processing services for headquarters agency staff.

Accomplishment 1: Provide timely service in typing requests (estimated 4,050,000 lines).

Accomplishment 2: Update the equipment in the IPC in order to improve operator control and to maintain a high level of service at an ever-increasing volume, without an increase in staffing.

Accomplishment 3: Develop a brochure explaining the word processing services available from the IPC to be distributed within the Agency.

### 3. Improve priority tracking systems at the Agency level.

Accomplishment 1: Analyze current systems for tracking impact analyses, decision logs, dockets, public participation plans, and other parts of the regulatory development process.

Accomplishment 2: Develop options for consolidating systems, if appropriate, and for streamlining the status reporting system for the regulatory process.

Accomplishment 3: Provide weekly reports to the Administrator and Deputy Administrators on the status of OA assignments and correspondence.

### 4. Provide assistance to the Administrator and Deputy Administrators on recurring and special projects.

Accomplishment 1: Provide support for one or two meetings of the Advisory Committee on Meat and Poultry Inspection.

Accomplishment 2: Coordinate Agency involvement in conferences, arrangements for visitors, cross-program reports upon request.

TABLE 46 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EXECUTIVE SECRETARIAT

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - FOIA/PA			
Accomplishment 1 - Responses	IV	3.0	71.2
Accomplishment 2 - Training	III	0.5	10.2
Objective 2 - Information Processing Services			
Accomplishment 1 - Client Service	IV	11.0	234.2
Accomplishment 2 - Equipment	II	0.5	10.2
Accomplishment 3 - Brochure	III	0.5	10.2
Objective 3 - Tracking Systems			
Accomplishment 1 - Analysis	I	0.5	10.2
Accomplishment 2 - Develop Options	III	0.5	10.2
Accomplishment 3 - Weekly Reports	Ongoing	0.5	10.2
Objective 4 - Projects			
Accomplishment 1 - Advisory Committee	II	0.5	10.2
Accomplishment 2 - Special Projects	Ongoing	<u>0.5</u>	<u>10.2</u>
TOTAL		18.0	387.0



FY 1981 PROGRAM ACTIVITY PLAN FOR THE  
MANPOWER AND MANAGEMENT PLANNING DIVISION

ACTIVITY LEADER: George E. Bickerton

ACTIVITY ABSTRACT:

The Manpower and Management Planning Division is responsible for planning and providing staff leadership in the areas of management analysis and improvement projects, problem identification, and system design. The staff provides management advisory assistance to Agency managers and project directors in each program area. The Division staff initiates and carries out studies of management procedures and policy alternatives that impact all of FSQS. The Division also reviews and approves all electronic data processing and word processing equipment; and performs workload surveys and analyses to assure that effectiveness and productivity will be enhanced by each new equipment purchase or lease.

The Division also assists in the planning of automated data processing systems. The activity includes early contact with program staff, system design and programming, and final testing/implementation phases.

ACTIVITY OBJECTIVES:

1. Provide management advisory services.

Accomplishment 1: Conduct six management studies on policy options available to deal with specific problem areas. The studies include the Agency crisis management; FSQS organizational analysis; commercial/industrial inventory; control of inspection brands, foreign inspection impact statement, and nuclear radiation planning.

Accomplishment 2: Conduct 12 reviews of Agency operations. Examples of the reviews include the FSQS laboratory policy review and the review of FSQS compliance activities.

Accomplishment 3: Assess Agency information requirements and develop proposed systems to satisfy requirement.

- a. Conduct one review of requirements and implement system for Fruit & Vegetable Commodity Procurement.
- b. Conduct one review of system requirements for Regulations Coordination Division.
- c. Conduct one review of system requirements for Food Quality Assurance Division, analyze requirements and develop system.

Accomplishment 4: Coordinate procurement of word processing equipment for FSQS programs.



2. Provide ADP support to Agency.

Accomplishment 1: Maintain ADP systems in FSQS and provide services to users.

Accomplishment 2: Develop an ADP planning system, and coordinate ADP equipment procurement and contracts.

Accomplishment 3: Switch FTS telecommunications where cost justified from FTS and Telenet to dedicated lines. Estimated savings: \$30,000 per year.

Accomplishment 4: Increase the reliability of the Science HP-250 computers in Athens, San Francisco, and St. Louis. Objective: no more than 1 hour of unpredicted down time in each week.

Accomplishment 5: Provide user training and technical training on the HP-250 to 10 Science personnel.

Accomplishment 6: Implement a vehicle accounting and inventory system.

Accomplishment 7: Train import field staff in the use of cassette tapes for back-up and reduction of line use.

Accomplishment 8: Develop and coordinate a long range automated data processing plan for Science. Objective: integrate information systems within Science.

Accomplishment 9: Design and implement a system to automatically update the Foreign Programs system with residue results directly from the Athens laboratory.

TABLE 47 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MANPOWER AND MANAGEMENT PLANNING DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Management Advisory Services			
Accomplishment 1 - Studies on Policy Options	IV	2.0	62
Accomplishment 2 - Conduct Reviews of Organizational Structure	IV	6.0	194
Accomplishment 3 - Agency Information Requirements			
a. F&V Commodity Procurements	IV	1.5	46
b. Regulations Coordination Division	II	2.0	67
c. Food Quality Assurance Division	IV	2.0	67
Accomplishment 4 - Word Processing Equipment	Ongoing	2.0	61
Objective 2 - ADP Support to Agency			
Accomplishment 1 - FSQS ADP Systems	Ongoing	8.1	485
Accomplishment 2 - Coordinate ADP Equipment Procurement and Contracts	Ongoing	1.6	177
Accomplishment 3 - Switch FTS Telecommunications	II	.5	22
Accomplishment 4 - Science HP-250 Computers	III	2.0	65
Accomplishment 5 - Training on HP-250	IV	.5	17
Accomplishment 6 - Vehicle Accounting and Inventory System	I	.1	3
Accomplishment 7 - Use Cassette Tapes Training	II	.2	7
Accomplishment 8 - Long Range Automated Data Processing Plan for Science	IV	1.0	33
Accomplishment 9 - Residue Update for Foreign Programs System	I	<u>.5</u>	<u>17</u>
TOTAL		30.0	1,323

FY 1981 PROGRAM ACTIVITY PLAN FOR THE POLICY DEVELOPMENT AND  
PUBLIC PARTICIPATION DIVISION

ACTIVITY LEADER: Loren Lange

ACTIVITY ABSTRACT:

The Policy Development and Public Participation Division (PDPP) has two broad program activities, namely policy development and public participation. The Policy Development activity develops, recommends, and advises the Administrator on policy options relating to overall FSQS programs. The Public Participation activity develops plans for obtaining public participation in the rulemaking process in the formulation of policies and implements Executive Order 12160 to improve consumer representation in the development of Agency rules. This responsibility involves designing methods for increasing consumer awareness about Agency actions, actively soliciting consumer participation, and developing and monitoring a system for handling consumer complaints to make sure that they are incorporated into decisionmaking. The staff works closely with the Information staff to ensure that consumers are informed and educated about all Agency actions and programs.

In Fiscal Year 1980, the PDPP completed its first full year of operation. The Division developed 20 economic analyses and participated with other program areas in the development of additional analyses. In addition, it organized a process to develop and approve analyses for all regulations issued by the Agency, a public participation planning process and a consumer complaint handling system. The staff completed a number of policy studies and public participation plans during the year, including a survey on the usefulness of grading information to consumers, a study on the costs of various proposed potato diversion programs, and a series of three public hearings. It initiated contact with more than 1,000 community organizations.

ACTIVITY OBJECTIVES:

1. Provide support to the program areas in the development of impact statements for regulations.

Accomplishment 1: Prepare 15 impact statements for new regulations.

Accomplishment 2: Provide technical support to the program areas in their preparation of impact statements.

Accomplishment 3: Evaluate the processes of preparing and approving impact statements and change the system if necessary.

2. Conduct four policy studies.

Accomplishment 1: Complete a pilot study of consumer understanding of terms used on meat and poultry labels.

Accomplishment 2: Prepare a policy option paper on possible agency actions to control the level of salmonella contamination in fresh and processed meat and poultry products.

Accomplishment 3: Prepare an analysis of the impact of the grading standard changes prepared for the fiscal year.

Accomplishment 4: Identify and analyze different policies, methodologies, and strategies for improving the Agency's capabilities for identifying and controlling sources of environmental contamination.

Accomplishment 5: Hold a conference on food safety in March, FY 1981.

3. Improve public participation in agency decisionmaking.

Accomplishment 1: Develop, implement, and evaluate public participation plans for all significant actions. Special efforts will be made on grading, labeling, and mechanically deboned product (MDP) proposals.

Accomplishment 2: Design a training program for potential public participants. In addition to developing a slide show and a packet of training materials, this program will include workshops with community groups in three areas of the country.

Accomplishment 3: Expand contact with a variety of sectors of the public through improved direct mailing procedures and increased participation in conferences. Contacts will focus on senior citizens and educators.

Accomplishment 4: Complete special projects: (a) Improve public awareness about salmonella; (b) Determine consumer understanding of food label terminology; (c) Encourage public participation in IRLG policy-making.

4. Increase consumer representation in Agency decisionmaking.

Accomplishment 1: Plan and coordinate monthly meetings of FSQS Consumer Network; continue to work with the Information staff to improve FSQS consumer education programs; and insure that consumer input and concerns are considered in all public participation plans and in the development of Agency policies.

Accomplishment 2: Monitor and evaluate effectiveness of pilot consumer complaint system.

Accomplishment 3: Participate regularly in the USDA Consumer Working Group.

Accomplishment 4: Maintain and expand contacts with consumer organizations.

TABLE 48 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
POLICY DEVELOPMENT AND PUBLIC PARTICIPATION DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Impact Statement Support			
Accomplishment 1 - Prepare Impact Statements	IV	1.0	100
Accomplishment 2 - Support Programs	Ongoing	.8	59
Accomplishment 3 - Evaluate	II	.5	12
Objective 2 - Conduct for Policy Studies			
Accomplishment 1 - Consumer Under- standing of Labels	III	.5	113
Accomplishment 2 - Better Control of Salmonella	I	.5	13
Accomplishment 3 - Grading Standards Changes	I	.9	92
Accomplishment 4 - Options for Con- trolling Environmental Contamin- ation	IV	.5	38
Accomplishment 5 - Food Safety Conference	II	.3	21
Objective 3 - Public Participation			
Accomplishment 1 - Planning, Imple- mentation, and Evaluation	Ongoing	.7	43
Accomplishment 2 - Training	Ongoing	.5	38
Accomplishment 3 - Public Contact	Ongoing	.4	10
Accomplishment 4 - Special Projects	IV	.4	10
Objective 4 - Consumer Representation			
Accomplishment 1 - Policy Formulation	Ongoing	.8	46
Accomplishment 2 - Monitor Consumer Complaints	Ongoing	.6	15
Accomplishment 3 - USDA Working Group	Ongoing	.2	5
Accomplishment 4 - Consumer Complaint	Ongoing	.4	10
TOTAL		9.0	625

FY 1981 PROGRAM ACTIVITY PLAN FOR THE PROGRAM  
PLANNING AND EVALUATION DIVISION

ACTIVITY LEADER: Leo R. Gray

ACTIVITY ABSTRACT:

The Program Planning and Evaluation Division is responsible for the following functions:

Operation of an Agency planning system. This entails developing and presenting the annual FSQS Program Plan that presents the goals and objectives for all FSQS program areas. This year the Division is developing a long range planning activity to aid the Agency's managers in preparing for future events that will influence their program areas.

The evaluation activities of this Division are just getting developed with completion of the Agency's first annual program plan. The Division will evaluate the FSQS program plans and will recommend appropriate improvements.

ACTIVITY OBJECTIVES:

1. Develop, implement and coordinate the Agency annual program planning process.

Accomplishment 1: FY 1981 Program Plan. Publish the FSQS Program Plan: FY 1981, and distribute the Plan to Agency senior level employees.

Accomplishment 2: Feedback. Meet with representatives of all program areas to discuss their uses of the FY 1981 Plan, and develop methods, as needed, for coordinating the Agency-wide Plan with the individual program planning activities.

Accomplishment 3: FY 1982 Program Plan. Develop the guidance, coordination, and implementation of documentation for publication of the FY 1982 Program Plan.

2. Develop, implement, and coordinate the Agency long-range planning process.

Accomplishment 1: Develop the Agency long-range planning process.

3. Organize an Agency-wide process for program evaluation.

Accomplishment 1: Develop an FSQS evaluation strategy.

Accomplishment 2: Evaluate Annual FSQS Program Plan, FY 1980, and initiate a preliminary evaluation of FY 1981 Plan.



TABLE 49 - FY 1981 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROGRAM PLANNING AND EVALUATION DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Short Range Planning			
Accomplishment 1 - FY 1981 Program			
Plan	I	.2	5.5
Accomplishment 2 - Feedback	III	.3	8.5
Accomplishment 3 - FY 1982 Program			
Plan	IV	1.0	27.0
Objective 2 - Long Range Planning			
Process			
Accomplishment 1 - Long Range Plans	IV	1.0	27.0
Objective 3 - Program Evaluation			
Process			
Accomplishment 1 - Evaluation			
Strategy	II	1.0	27.0
Accomplishment 2 - Annual Program			
Evaluation	III, IV	.5	14.0
TOTAL		4.0	109.0



**Appendix A**  
**ORGANIZATION STRUCTURE**



APPENDIX A  
FSQS ORGANIZATION STRUCTURE

COMMODITY SERVICES

Office of the Deputy Administrator

Food Quality Assurance Division  
Development & Coordination Branch  
Quality Assurance Branch  
Review & Approval Branch

Fruit & Vegetable Quality Division  
Administrative Group  
Commodity Procurement Branch  
Fresh Products Branch  
Standardization Section  
Grading Section  
Regional Offices (3)

Meat Quality Division  
Administrative Group  
Standardization & Review Branch  
Meat Grading & Certification Branch  
Main Stations (11)  
Commodity Procurement Branch

Poultry & Dairy Quality Division  
Administrative Group  
Poultry Standardization Branch  
Dairy Standardization Branch  
Commodity Procurement Branch  
Poultry Grading Branch  
Poultry Section  
Shell Egg Section  
Egg Product Section  
Regional Offices (4)  
Dairy Grading Branch  
Regional Offices (4)  
Chicago Laboratory

COMPLIANCE

Office of the Deputy Administrator and Program Services Staff

Evaluation and Enforcement Division  
Enforcement Operations Branch  
Program Review Branch  
Case Evaluation Branch  
Area Offices (5)  
Meat & Poultry Standards & Labeling Division  
Standards Branch  
Special Projects Staff

Operations Branch  
Records & Distribution Group  
Label Review Groups (2)

Planning & Analysis Division  
Information Systems Branch  
Program Planning Branch

Regulation Coordination Division  
Mandatory Programs Branch  
Voluntary Programs Branch

## MEAT AND POULTRY INSPECTION

Office of the Deputy Administrator

Program Management Support Staff

### Field Operations

Emergency Program Staff  
Export Coordination Staff  
Federal State Relations  
Foreign Programs Division  
Regional Offices (5)

### Technical Services

Facilities, Equipment, & Sanitation Division  
Facilities Standards & Review  
Equipment Standards & Review  
Sanitation Standards & Maintenance  
Environmental Engineering Standards & Evaluation

Industrial Engineering & Data Management Division  
Work Measurement & Methods Analysis  
ADP Systems & Operations  
Management Reports & Data Analysis

Processed Products Inspection Division  
Processed Products Inspection Procedure  
Quality Control & Inspection Procedures Evaluation  
Quality Control Systems Development

Program Training Division  
Development  
Delivery  
Instructional Media

Slaughter Inspection Standards & Procedures Division  
Ante Mortem & Post Mortem Red Meat  
Ante Mortem & Post Mortem Poultry  
Ante Mortem & Post Mortem Standards



Technology Assessment Division  
Scientific Research Assessment  
Industrial Development Assessment  
Program Assessment

## SCIENCE

Office of the Deputy Administrator & Program Services Staff

Chemistry Division  
Chemistry Staff Laboratory Branch  
Planning, Review and Evaluation Branch

Field Services Laboratory Division  
Eastern Multi-Disciplinary Laboratory  
Midwestern Multi-Disciplinary Laboratory  
Western Multi-Disciplinary Laboratory

Food Ingredient Assessment Division  
Nutrition Branch  
Product Safety Branch

Microbiology Division  
Food Microbiology Branch  
Medical Microbiology Branch

Pathology and Epidemiology Division  
Pathology Branch  
Serological Testing Systems Branch  
Epidemiology Branch

Residue Evaluation and Planning Division

Mathematics and Statistics Division  
Experimental Design Branch  
Quality Control Branch

## ADMINISTRATIVE MANAGEMENT

Office of the Administrator

Office of the Deputy Administrator

Administrative Services Division  
Procurement & Property Branch  
Property Section  
Procurement & Contracting Section  
Service Operations Section  
Paperwork Management Branch  
Records Management Section  
Forms & Reports Section  
Directives Section  
Printing & Distribution Section

Program Services Branch  
Operations Services Section  
Property Section  
Procurement Section

Budget Division  
Budget Executive & Control Branch  
Budget Formulation & Presentation Branch

Finance Division  
Systems and Procedures Branch  
Field Review & Analysis Branch  
Testing Services & Accounting Branch  
Washington Financial Operations Section  
Minneapolis Financial Operations Section

Personnel Division  
Program Evaluation Staff  
Classification & Organization  
Employment & Employee Benefit Branch  
Employee Relations Branch  
Employee Development & Safety Branch  
Personnel Operations Branch  
Classification Section  
Employment Section  
Employee Relations Section  
Health & Benefits Section

Washington Servicing Personnel Office

Labor Management Relations Staff

EQUAL EMPLOYMENT OPPORTUNITY STAFF

Hispanic Employment Program

Federal Women's Program

Upward Mobility Program

INFORMATION & LEGISLATIVE AFFAIRS

Information Staff  
Program Services Division  
Outreach Services Division

Legislative Affairs Staff  
Executive Correspondence and Special Assignments Staff

Media Services Staff

## POLICY & PROGRAM PLANNING

### Executive Secretariat

- Freedom of Information Branch

- Information Processing and Correspondence Control Branch

### Manpower & Management Planning Division

- Management Analysis & Systems Branch

- Automated Analysis & Systems Branch

- Information Analysis Branch

### Policy Development & Public Participation Division

- Policy Development Branch

- Public Participation & Consumer Affairs Branch

- Regulatory Analysis Branch

### Program Planning & Evaluation Division

- Program Planning Branch

- Program Evaluation Branch



## **Appendix B**

### **GLOSSARY**



# APPENDIX B GLOSSARY: ACRONYMS

ADP	Automatic Data Processing
AM	Ante-mortem
AOAC	Association of Official Analytical Chemists
APHIS	Animal and Plant Health Inspection Service
AQL	Acceptance Quality Level
ASD	Administrative Services Division
A/SLMR	Assistant Secretary for Labor Management Relations
ASTM	American Society for Testing and Materials
CHC	Chlorinated Hydrocarbons
CRS	Contamination Response System
CS	Commodity Services
CSRA	Civil Services Reform Act
CuSum	Cumulative Sum Sampling Plan
DES	Diethylstilbestrol
DOD	Department of Defense
DOPA	Dihydroxyphenylalanine
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
ELISA	Enzyme Linked Immunosorbent Assay
FDA	Food and Drug Administration
FIAD	Food Ingredient Assessment Division
FLRA	Federal Labor Relations Authority
FLRC	Federal Labor Relations Council
FLSA	Fair Labor Standards Act
FMCS	Food Safety and Quality Service Management Communications System
FOIA	Freedom of Information Act
FQAD	Food Quality Assurance Division
FSIP	Federal Service Impasses Panel
FSL	Field Service Laboratories
FSQS	Food Safety and Quality Service
FTC	Federal Trade Commission
FVQD	Fruit and Vegetable Quality Division
FWPM	Federal Women's Program Managers
FY	Fiscal Year
GAO	Government Accounting Office
GC/MS	Gas Chromatography/Mass Spectrometry
GLC	Gas Liquid Chromatograph
GPO	Government Printing Office
GS	General Schedule
GSA	General Services Administration
HEPM	Hispanic Employment Program Managers
IS	Impact Statement
LAST	Live Animal Swab Test
LMR	Labor Management Relations
M&SD	Mathematics and Statistics Division
MLG	Microbiology Laboratory Guidebook
MDL	Microbiology Division Laboratories
MPI-FO	Meat and Poultry Inspection-Field Operations
MPIP	Meat and Poultry Inspection Program
MPI-TS	Meat and Poultry Inspection-Technical Services



MQD	Meat Quality Division
MSRL	Meat Science Research Laboratory
NASCI	National Agency Security Check Inquiry
NADA	New Animal Drug Administration
NASDA	National Association of State Departments of Agriculture
NFC	National Finance Center
NGP	Negotiated Grievance Procedure
OGC	Office of General Counsel
OIG	Office of Inspector General
OLMR	Office of Labor Management Relations
OMB	Office of Management and Budget
OPM	Office of Personnel Management
PA	Privacy Act
PCP	Planned Compliance Program
PDQD	Poultry and Dairy Quality Division
P&ED	Pathology and Epidemiology Division
PFF	Protein Fat Free
PFT	Personnel Full Time
PM	Post-Mortem
PMAR	Personnel Management Assistance Review
QA	Quality Assurance
QC	Quality Control
RES	Residue Evaluation and Surveillance
RFP	Request for Proposal
SEA	Science and Education Administration
SOW's	Statements of Work
STOP	Swab Test On Premises
TQC	Total Quality Control
TLC	Thin Layer Chromatographic
TS	Technical Services
ULP	Unfair Labor Practice
USC	United States Code
USDA	United States Department of Agriculture
WGI	Within-Grade Increase
ZBB	Zero Base Budget

## Appendix B, Continued

### GLOSSARY: Definitions Of Terms

1. Program Area - The spectrum of organizational activities that are the responsibility of each deputy administrator or staff officer, each of whom reports directly to the Administrator. Program areas comprise the major organizational elements through which agency activities are accomplished.
2. Program Activity - Generally refers to organizational divisions or staff units within the program area. If a particular group or staff unit is to be highlighted as a significant part of the program area, then it is also considered as a program activity.
3. Program Goal - Major category or broad management control for executing broad aspects of individual missions for each program area.
4. Activity Objective - Specific category of management control for executing broad aspects of assigned goal by each program activity.
5. Activity Accomplishment - Specific management groupings for executing measurable program assignments within an objective.
6. Completion Schedule (Quarter) - Indicates the quarter(s) of the fiscal year in which the objective or accomplishment is planned for completion (I, II, III, or IV). If an objective or accomplishment is not expected to be completed during the fiscal year, it is considered "ongoing." Quarterly reviews should indicate percentage of completion achieved.
7. Activity Resources - Refers to projected levels of: a) person-years and b) dollars required to realize the stated objectives and accomplishments. Person-years refers to estimates of full time, part time and overtime hours worked adjusted to an annual full-time equivalent.





